

# Safeguarding Policy & Procedures

(see also separate Appendices)

## Sussex West Area Quaker Meeting

BYM Version 3 (*England*) 2021

SWAQM Version 01 20210625

Agreed by Area Meeting Trustees on	19/06/2021
Minute number	5 19-06-2021
Signed	
Name signed by (Clerk of Trustees)	Kitty Grove
Date for next annual review by Trustees	06-2022
The role-holder responsible for starting the next review	Clerk of Trustees

**Sussex West Area Quaker Meeting is working towards the full implementation of these procedures, and the process will be complete by the end of 2022.**

### Quick reference

Summary to hand out:	Section 1
What to do if there is a disclosure or allegation of abuse:	Section 5
Key contacts:	Section 2.3

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## **1 Summary of Safeguarding Policy & Procedures**

This is a summary of the Sussex West Area Meeting's Safeguarding Policy and Procedures. It covers all the local meetings in the area, plus area meeting activities. The full version is available from local and area meeting clerks and on Area Meeting (AM)/ and Local Meeting (LM) websites.

Abuse is unacceptable. Everyone, including children and vulnerable adults, have a right to participate in Quaker communities without suffering harm. We are committed to keeping everyone safe.

Quakers recognise that of God in everyone. All children, young people and adults deserve respect, value and appropriate care. Our care extends to people who are at risk of abuse, and to those who may be perpetrators. We recognise abuse can include physical, sexual and emotional abuse, neglect, and other forms. We recognise that harm occurs within all types of relationships, and that we may need to respond to domestic abuse, including coercion and control which can have effects on adults and children. We recognise also that the needs of those at risk within diverse communities may vary but the need for safety must always be paramount.

Quakers may be open to risks because we foster a culture of welcome and trust for everyone. Very often an abuser is known or in a trusted relationship with the child or adult. Abuse can be hidden and manipulative. Sussex West Quaker Meeting is committed to the robust implementation of these policies and practices. We believe that they offer the best protection for those adults and young people in our Meetings who may be at risk of harm. There are three main strands to this work:

- the prevention of harm through careful checks and safe procedures

- the taking of effective action where harm is found or suspected

- the care of those who may be affected by harm

### **1.1 Responsibilities**

We all have a responsibility for safeguarding our children, young people, and adults at risk. Ultimately, Trustees hold responsibility on behalf of the area meeting. One trustee of the AM is appointed as AM Safeguarding Coordinator. AM will appoint Deputy Safeguarding Coordinators to carry out the routine actions and to report regularly to Trustees. AM will also appoint Safeguarding Coordinators for all our LM's. Together, they act on behalf of the AM in dealing with an allegation or suspicion of abuse or neglect and in ensuring that our policy, checks and training are up to date and complied with. This includes liaising with statutory agencies which have the legal duty to investigate. Contact details for the Safeguarding Coordinators are on the poster displayed in each meeting house, and on the next page.

## **1.2 Safer Recruitment, Training and Good Practice**

We recognise we need to follow national and local safeguarding legislation and procedures, as this reduces risks. The following roles will be appointed, trained, supported and monitored in accordance with government guidance on safer recruitment: volunteers and employees who work with children and young people or adults at risk; overseers or those with oversight responsibility (pastoral care); trustees; safeguarding Coordinators and Deputies; advocates for children and young people's work. For these roles, as well as our spirit-led Quaker nominations process, we have role descriptions, personal details forms and self-declarations, discussions about safeguarding, references, criminal record checks (DBS) where the role is eligible, and a probationary period. Sometimes we do need to turn people down if they are not suitable. However, our processes need not be daunting, when done with care.

Everyone in those roles will have a safeguarding induction (Toolkit section 3.4.2), some training and refreshers, and agree to the Code of Conduct. In addition, our clerks, elders, nominations committees, and staff with other roles, will have a safeguarding induction and training.

We ask everyone involved in Quaker activities to be familiar with our general Code of Conduct, our good practice guidelines, and any specific safeguarding arrangements for the local meeting (recorded in an appendix to the Policy). When we need to, we use the online Safeguarding Manual from Thirtyone:eight, the specialist safeguarding organisation that supports Quakers. They have a 24-hour helpline: 0303 003 1111.

We will arrange opportunities to raise awareness throughout the AM of safeguarding issues in local and area activities, and with children, young people and adults at risk.

Each local meeting's room hire agreement will require that organisations and individuals hiring rooms on our premises take full responsibility for safeguarding for all their activities. It will also require that any organisation using our premises will have their own safeguarding policy which follows national good practice, and have their own insurance in place.

## **1.3 Procedure for responding to concerns or allegations of abuse**

The 5Rs are a useful reminder: see section 5 of the main policy.

### **Receive, Reassure, Recognise, Respond and Refer.**

**Listen well.** Make sure the child or adult involved is safe at the present time. If you think someone is in **immediate danger**, DO NOT DELAY– call the police on 999 straight away.

**Make a written record** of what you have been told, and who told you, ideally using the form in the Policy appendices see form E3. Sign it, with your name, date and time, and keep it safely with your notes.

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

**Report concerns as soon as possible** and within 24 hours directly to the relevant safeguarding authority. In most circumstances the person who raises the safeguarding concern should record and **refer** the event to the responsible statutory authority. This ensures that accuracy and detail are maintained.

The person making the referral should seek support and advice from one of the local or area safeguarding coordinators to assist with the process – contact details are below. However **DO NOT DELAY** reporting to the relevant authorities if the situation is urgent.

The person making the referral should **reassure** the child or adult involved about the steps being taking and the timescale. Care should be taken not to promise responses that are beyond our control.

If the suspicions in any way involve a member of the Safeguarding Coordinator’s Team then use Thirtyone:eight’s helpline 0303 003 1111. All contact details are in section 2.3 of the Policy. Then inform the AM Safeguarding Coordinator (unless involved). Suspicions must not be discussed with anyone other than those nominated above.

#### **1.4 AM Quaker Safeguarding contact details**

Area Safeguarding Co-ordinator (ASC)	Mike Coote	01273 640721 Mobile: 07901917174
Deputy Area Safeguarding Co-ordinator (DASC)	Steve McMillan	07875 576438 steve.mcmillan1@ntlworld.com
Local Area Safe Guarding Coordinators		
Chichester	David Hayes	01243 528706/07787761727 barbara.hayes@btinternet.com
Littlehampton	Colin Holliday	01243 870891 07724 542804 candaholliday@gmail.com
Worthing	Eleanor Miles	07890470507 eleanorjmiles@gmail.com
Ditchling/Haywards Heath	Geoff Wenden	01444 455777/07554663041 geoff.wenden@gmail.com
Brighton	Becky Vaughan	07502300703 rbvaughan2003@yahoo.co.uk
Brighton		

Religious Society of Friends Safeguarding Team: Tel.: 0207-6631000, Friends House, 173-177 Euston Road, London, NW1 2BJ

These websites are updated in 2021, and contain contacts across Sussex for children and adults

<https://sussexchildprotection.procedures.org.uk/>  
<https://sussexsafeguardingadults.procedures.org.uk/>

### **Local Authority contact details**

**West Sussex Social Services:** Multi Agency Safeguarding Hub: 01403-229900

West Sussex County Council Adult CarePoint: 01243-642121

Durban House, Durban Road, (Children) Out of hours: 0330-2226664  
Bognor Regis, West Sussex PO22 9RE

**East Sussex Social Services:** Children's Help Desk: 01323-464222

East Sussex County Council Adult Help Desk: 0345-6080191

County Hall, St Anne's Crescent, (Children) Out of hours: 01273-335905  
Lewes, East Sussex BN7 1UE

**Brighton and Hove Social Services:** Children's Help Desk: 01273-290400

Brighton and Hove City Council, Adult Help Desk: 01273-295555

King's House, Grand Avenue Out of hours: as above  
Hove, BN3 2LS

### **Police contact details**

**The Police** Emergencies: 999

Sussex Police Headquarters Non-emergency reports: 101

Church Lane, Lewes, East Sussex BN7 2DZ

Thirtyone:eight - specialist safeguarding advice for Quakers	Helpline	0303 003 1111 Mon-Fri 9am- 5pm plus out of hours for urgent calls	<a href="mailto:helpline@thirtyoneeight.org">helpline@thirtyoneeight.org</a>
Britain Yearly Meeting Safeguarding Officer – general support	Ask for the Safeguarding Officer	020 7663 1103 Office hours	<a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a>

NSPCC	Helpline	0808 800 5000	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
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### 1.5 Pastoral care of those affected by abuse.

As far as possible we will help all those who have been affected by abuse who have contact with or are part of the AM and its local meetings to access pastoral care and support - working with statutory agencies as appropriate. The AM itself is a worshipping community, not a professional safeguarding agency, and cannot provide professional care or support. If an incident happens within the Quaker community, the Safeguarding Coordinator will make sure that arrangements are made to support everyone affected, and liaise with outside organisations. We need to bear in mind that there may be people involved with the meeting who are survivors or victims of past abuse.

### 1.6 Working with those who may pose a risk (see also main policy section 6.2)

When someone attending the local or area meeting is known to have abused others, or is under investigation, or is known to be a risk to children or vulnerable adults, the local and area meeting will supervise the person and offer pastoral care. Arrangements will be put in place to protect children, young people, and adults at risk. This will include supervision and setting boundaries for that person in the form of a contract, which they will be expected to keep. Such a person should not work with children, young people or adults at risk, or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. This is the responsibility of the AM Safeguarding Coordinator, working with other role-holders as appropriate.

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and vulnerable adults given priority

over subjective opinions or concerns about upsetting the person posing the risk. Think “What if...?” and contact Thirtyone:eight or the BYM Safeguarding Officer if in any doubt about the action to be taken.

The Safeguarding Co-ordinator will inform other trustees. Seeking advice from outside the meeting can be very helpful, from Thirtyone:eight or Britain Yearly Meeting’s Safeguarding Officer.

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

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Overseers may need to support them.

### Review

Annually, each local meeting’s safeguarding practice will be reviewed by the local meeting Clerk(s), local Convenor of Children’s Committee, and the local Convenor of Overseers, or their equivalents, the DBS Verifier, and Local Deputy Safeguarding Co-ordinator (if appointed). They will report on this in their local meeting’s Annual Safeguarding Report to AM Trustees, using a form which asks key questions about practice in the local meeting, and provides assurance to trustees. Trustees will consider and review the Policy and Procedures, and actual practice, based on a report from the Safeguarding Coordinator, and any updates from Britain Yearly Meeting and Thirtyone:eight. There will be a more comprehensive review every three years.

## 2 Introduction and Key Information

### 2.1 Who we are - our organisation:

**Name:** Sussex West Area Quaker Meeting

Key Contacts:	Section 2.3 has contact details for role holders & organisations.
Address:	The Friends Meeting House Ship Street Brighton BN1 1AF
Email:	<a href="mailto:sxwaqmtrusteeclerk@gmail.com">sxwaqmtrusteeclerk@gmail.com</a>
Phone:	01273 770258

Website:	
Charity number:	1147831
Company number:	Not applicable
Denomination:	This Area Meeting is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers). See: <a href="http://www.quaker.org.uk/our-organisation/safeguarding">www.quaker.org.uk/our-organisation/safeguarding</a>
Regulators:	The Charity Commission
Insurance company:	

## 2.2 Who we are - our local meetings:

This Area Meeting is made up of these local meetings:

Bognor LQM	6 Victoria Drive, Bognor Regis PO21 2RJ bognorquakers@gmail.com
Brighton LQM	Ship Street Brighton BN1 1AF admin@brightonquakers.net
Chichester LQM	Priory Road Chichester PO19 1NX clerk@chichesterquakers.org.uk
Ditchling LQM	East Gardens, Ditchling BN6 8ST ditchlingquakercorrespondent@gmail.com
Littlehampton LQM	23 Church Street, Littlehampton BN17 5EL
Midhurst satellite Meeting	See Chichester LQM
Shoreham LQM	St John Ambulance Hall, Ham Road Shoreham-by-Sea BN43 6PA
Worthing LQM	34 Mill Road, Worthing, BN11 5DR clerk@worthingquakers.org.uk

## 2.3 Key Contacts

**AM Quaker Safeguarding contact details see section 1.4 above**

## 2.4 What we do: Summary of activities with children, young people and adults

This section describes the situations covered by this policy. Any specific arrangements for each local meeting are shown in the toolkit section D.

We undertake:

- a Meetings for Worship open to the public
- b Social, learning and outreach activities and events
- c The provision of a volunteer Quaker Chaplain to Sussex University and to Ford Prison
- d Pastoral care
- e **Children and Young People's Meetings** are held weekly in some meetings, or less frequently. They are run by adult volunteers from the meeting. Parents/guardians typically meet in worship elsewhere in the building, although they are not always required to remain on the premises.
- f **Special events and trips out** are occasionally held for children, young people and adults. These may include sleeping overnight.
- g **Residential Events** are occasionally organised for adults and children.
- h **Care of adults** We do not usually arrange anything which is designated a "Regulated Activity" in relation to an adult, such as providing personal care or regular support with activities that an adult is unable to manage independently, such as financial affairs. The meeting does not expect those who provide pastoral care ("Overseers"), or other volunteers acting on behalf of the meeting, to provide such regulated activities.
- i **Projects:** We run or host occasional activities with partner groups.
- j Hiring out rooms in our buildings

## 2.5 Appointments and Responsibilities

Safeguarding is everyone's responsibility.

Trustees are appointed by Sussex West Area Quaker Meeting and hold ultimate responsibility for safeguarding on its behalf.

One trustee of the AM is appointed as AM Safeguarding Coordinator. AM will appoint Deputy Safeguarding Coordinators to carry out the routine actions and to report regularly to Trustees. AM will also appoint Safeguarding Coordinators for all our LM's. Together, they act on behalf of the AM in dealing with an allegation or suspicion of abuse or neglect and in ensuring that our policy, checks and training are up to date and complied with. This includes liaising with statutory agencies which have the legal duty to investigate.

The specific responsibilities of these roles and others in the AM are set out in the Toolkit section A.

Once an incident has been appropriately recorded and reported, the responsibility to investigate alerts or reports lies with statutory agencies, not with Quakers.

### **2.6 Children, Young People and Adults – Definitions**

We use “children and young people” to mean anyone aged under 18, and this is interchangeable with “child” throughout the policy and procedures.

We use “adults at risk” throughout this document, as used in government guidance. This includes “adults with care and support needs”, the term used in the Care Act 2014, and “vulnerable adults” used previously. Section 5.9.3 provides more guidance.

### **2.7 Our commitment**

Abuse is unacceptable. Everyone, including children and vulnerable adults, have a right to participate in Quaker communities without suffering harm. We are committed to keeping everyone safe.

Quakers recognise there is that of God in everyone. All children, young people and adults deserve respect, value and appropriate care. Our care extends to those who are potentially vulnerable to abuse, and to those who may be perpetrators.

We recognise that children, young people and adults can be the victims of physical, sexual and emotional abuse, neglect and other forms of abuse.

We are aware that Quakers may be open to the risk of abusive behaviour because we foster a culture of welcome and trust for everyone. Very often an abuser is known or in a trusted relationship with the child or adult. Abuse can be hidden and manipulative.

We have therefore adopted the policy and procedures in this document in accordance with statutory guidance. They are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight, adapted to the Quaker context.

Sussex West Area Quaker Meeting is committed to:

- Promoting a safer environment and culture
- Using good practice procedures and guidelines, following national legislation and regulations, and inter-agency procedures
- Safely recruiting, training and supporting all those with any responsibility related to children, young people and adults at risk
- Supporting our Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect children, young people, and adults at risk
- Practising effective risk-management in response to those that may pose a present risk to others
- Responding promptly to every safeguarding concern or allegation

- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and others affected.
- Seeking help where we do not have the expertise or role to respond ourselves.

### 3 Prevention

#### 3.1 Understanding abuse and neglect

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

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

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

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

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

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

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

#### 3.2 Detailed definitions, and signs and indicators of abuse

Detailed definitions, and signs and indicators, for children and adults are in the Toolkit, section B.

In summary, these include the following:

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

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

### 3.3 Safer recruitment

Sussex West Area Quaker Meeting will follow established good practice in safer recruitment for volunteers and staff. (The term 'worker' is used in this document to refer to staff and volunteers.) This aspect of prevention is used by all organisations with reliable safeguarding arrangements, to reduce risks of abuse.

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

Meetings and their nominations committees need to carefully consider the suitability of an individual for certain roles. Special care should be taken when considering the nomination of someone who has recently joined the meeting. A waiting period of six months may normally be appropriate, unless they were well established in their previous meeting and come with suitable references. For area roles, because Sussex West Area Quaker Meeting may not have any direct knowledge of a person nominated, Sussex West Area Quaker Meeting nominations committee is responsible for ensuring their appointment would be appropriate.

Everyone in the following roles will be appointed, trained, supported and monitored in accordance with government guidance on safer recruitment; DBS checks will be carried out for eligible roles:

- those who work with children and young people, or adults at risk, whether volunteers or employees
- trustees
- safeguarding coordinators and deputies
- advocates for children and young people's work (this includes the University Chaplaincy role)
- overseers or those with oversight responsibility (pastoral care)

**For all the above roles** this includes ensuring that:

- a Each role has a role description**, so it is clear what is expected. For employees this will be a job description and person specification.
- b Everyone will complete a personal details form** (or an application form) plus a self-declaration form (see Toolkit section C). If volunteers complete these forms after appointment, the forms must still be followed through with references etc. as below, before the role is commenced.
- c Everyone appointed will be interviewed, during which safeguarding is discussed.** For voluntary roles this can be a conversation about their suitability for the role, which covers relevant experience, motivation, and situations which might occur, plus willingness to learn more about safeguarding.
- d Written references will be obtained**, and followed up where appropriate. When an individual has recently joined a meeting, seeking a reference from their

previous meeting, or equivalent, is advisable. See Toolkit section C for a reference form and a model reference letter.

- e A disclosure and barring service (DBS) check will be completed for those roles which require it and are eligible.** Enough members and attenders should have DBS clearance to ensure a sufficient pool of potential volunteers at activities. **We encourage volunteers to join the DBS Update Service**, and give consent for the AM to access their DBS certificate, as this reduces repeating the checks (Toolkit section C). Sussex West Area Quaker Meeting will comply with the DBS Code of Practice requirements concerning the fair treatment of applicants and the handling of information. As procedures and eligibility for undertaking DBS checks change frequently, please refer to the Britain Yearly Meeting website for more information: <https://www.quaker.org.uk/dbs-checks>
- f When a role-holder or employee has been checked by the DBS and cleared** to work with children and young people or adults, a minute of the relevant local business meeting will be made to record this fact. This ensures that the meeting, including those organising activities involving children and vulnerable adults, and nominations bodies, can keep a record of all approved volunteers. The record will also ensure that the meeting knows when to re-check, normally every three years.
- g If an applicant is applying from outside the UK or has recently been living in another country**, background checks (certificates of good conduct) and references from the home country/previous country of residence will be obtained.
- h** Qualifications will be verified where relevant (normally only needed for staff).
- i** Each worker will be given a summary of the organisation's safeguarding policy and will know how to report concerns.
- j** Each worker will agree to abide by the code of conduct (toolkit section C).
- k** Each worker will have a suitable training programme (See Section 3.4.3)
- l A probationary period** will be implemented, to allow for any issues to be addressed as they arise. The appointment should only be confirmed following a discussion before the end of the probationary period. If there are concerns, the probationary period could be extended, or it could be decided not to go ahead with the appointment.

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

### **3.4 Safeguarding awareness, learning and training**

#### **3.4.1 Overall**

Sussex West Area Quaker Meeting is committed to providing learning and training opportunities for all workers (including volunteers), and developing a culture of

awareness of safeguarding, to help protect everyone. It is good practice to develop a consistent approach to induction and training for all volunteers and staff.

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

### **3.4.2 Safeguarding Induction**

A safeguarding induction will be given to all role-holders listed in section 3.4.3. This should be before they start their role, if the role is shown in italics. Otherwise it should be shortly after they commence. Induction training can be organised and delivered at LM or AM level by an appropriate person. Induction includes:

- to understand what abuse is, and be able to recognise the signs
- the overall framework of responsibility, communication and support in the local and area meeting
- who is leading and organising the activities
- the safeguarding practice set out in this policy (Section 4)
- any local arrangements in place (toolkit section D)
- how to respond to a disclosure (Section 5)
- how to raise an alert about a concern (Section 5)
- receiving a summary of this policy (Section 1)
- being asked to read the full policy (emailed, on paper or online)
- signing the code of conduct (toolkit section C).
- receiving login details for the Thirtyone:eight website members' area, so they can access more guidance there if needed.

### **3.4.3 Safeguarding Training**

Training may need to cover both children & young people and adults, depending on the role undertaken. It could be:

- an online course a session at the local meeting
- a session for Sussex West Area Quaker Meeting or with a neighbouring AM
- a session run by Thirtyone:eight or another training provider
- a session with another church
- inter-agency training by a Local Safeguarding Children's Board or Local Adult Protection Board
- suitable training provided in other settings, such as at work or volunteering elsewhere

The following roles will have safeguarding training with elements tailored to their role, refreshed at least every 3 years:

- All volunteers and staff who work with children and young people – including at Sussex University
- Overseers (pastoral care)

- Staff who interact directly with Quakers or users of meeting houses (like Wardens, Resident Friends and Caretakers)
- Elders
- Deputy Safeguarding Coordinator and local safeguarding coordinators
- Clerk of Trustees
- All Trustees
- DBS Verifiers
- Nominations committee convenor and committee members
- Local Meeting Clerks
- AM Clerk

### 3.4.4 Information Poster, Policy Availability and Awareness

Each local meeting will display the poster in toolkit section A so it can be easily seen by children, young people and adults. If necessary, there will be two posters at different heights or in different rooms. This gives everyone a clear message about who to contact, and that safeguarding is important in the meeting. The summary of this policy will also be displayed. A full paper copy of the whole policy and toolkit will be available in each Meeting House,

The full AM policy will be available from the local and area meeting clerks, and on the area and/or local meeting website. Placing it on a website makes it accessible and open, and the information and forms are all available quickly when needed.

If a local meeting does not have premises where the poster and summary can be displayed, we will ensure the information is regularly communicated to adults, children and young people.

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

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

## 4 Practice Guidelines

### 4.1 Practice Guidelines

Sussex West Area Quaker Meeting wish to operate and promote good working practice, so we can run activities safely, develop good relationships and minimise the risk of false or unfounded accusations. The Thirtyone:eight helpline can give practical advice about good practice. Our practice guidelines are made up of four parts:

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

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

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

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

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

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

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

## 4.2 Working in partnership

### 4.2.1 Partners we work with

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse, for example. Where we work in partnership with other organisations, we will therefore have clear guidelines regarding our expectations of those organisations, whether in the UK or not. We will discuss with all partners our safeguarding expectations and where appropriate have a partnership agreement for safeguarding.

We expect all those with whom we work to have safeguarding standards which are at least the equivalent of ours. This will be particularly significant where we are jointly providing an activity, or sharing premises.

### 4.2.2 Britain Yearly Meeting

Sussex West Area Quaker Meeting will report annually to Britain Yearly Meeting using the format defined by BYM in the toolkit (section A6).

### 4.2.3 Thirtyone:eight

Sussex West Area Quaker Meeting is a member of Thirtyone:eight and will seek specialist advice from it whenever necessary.

#### Insert password details - which are changing

### 4.2.4 Room hirers

Each local meeting's room hire agreement will require that organisations and individuals hiring rooms on our premises take full responsibility for safeguarding for all their activities. It will also require that any organisation using our premises will have their own safeguarding policy which follows national good practice, and have their own insurance in place. We will require to see copies of insurance and safeguarding documents for those using our premises on any regular basis. Where an organisation does not have an adequate safeguarding policy they will be expected to comply with our standards. Where Meeting House staff or volunteers see a room hirer acting in ways which could be a safeguarding risk, they should act in accordance with this policy.

## 4.3 Communication

We believe good communication is essential in promoting safeguarding to those we wish to protect, to everyone involved in working with children, young people and adults, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

We aim to nurture a culture of listening in which those at risk feel confident to raise a concern in the knowledge that it will be confidently and safely handled. To do this, these policies and procedures will need to be carefully followed, and we will need to support each other and to be open to learning.

Our expectations around communication between role-holders/workers/volunteers and children, young people and adults are set out in our Code of Conduct (toolkit section C), and at 3.4.4 above.

We use the guidance in the **Thirtyone:eight Safeguarding Manual Standard 6: Communicating Safely** when considering how to communicate safely.

<https://thirtyoneeight.org/get-help/safeguarding-manual/england/6-communicating-safely/>

## 5 Responding to concerns or allegations of abuse

### 5.1 The 5Rs of Responding

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

#### Receive

- Listen to what is being said without displaying shock or disbelief.

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

### **Reassure**

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

### **Recognise**

- Be alert to signs and symptoms of abuse.

### **Respond**

- Reassure the individual they have taken the right step in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.
- Use open questions (e.g. use phrases like 'tell me', or 'explain to me')
- Avoid closed questions.
- Do not investigate, interrogate or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

### **Refer**

- See 5.2 to 5.6 below.

## **5.2 Immediate next steps**

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

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

Report the allegation or concern as described below.

## **5.3 Do not investigate**

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

## **5.4 How to report a concern or allegation**

You will find contact details in Section 1.4 Flowcharts are in the toolkit section E.

If you think someone is in immediate danger, do not delay – call the **police on 999** straight away.

**Report concerns as soon as possible** and within 24 hours directly to the relevant safeguarding authority. In most circumstances the person who raises the safeguarding concern should record and **refer** the event to the responsible statutory authority. This ensures that accuracy and detail are maintained.

The person making the referral should seek support and advice from one of the local or area safeguarding coordinators to assist with the process – contact details are below. However **DO NOT DELAY** reporting to the relevant authorities if the situation is urgent.

The person making the referral should **reassure** the child or adult involved about the steps being taken and the timescale. Care should be taken not to promise responses that are beyond our control.

If the suspicions in any way involve a member of the Safeguarding Coordinator's Team then use Thirtyone:eight's helpline 0303 003 1111. All contact details are in section 2.3 of the Policy. Then inform the AM Safeguarding Coordinator (unless involved). Suspicions must not be discussed with anyone other than those nominated above.

## **5.5 Raising concerns direct with the statutory authorities**

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

## **5.6 Sharing information**

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

It is not a breach of confidentiality to seek advice and guidance from the Safeguarding Coordinator. The General Data Protection Regulations (GDPR) and Data Protection Act 2018 are not barriers to justified information sharing.

The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern, including but not limited to:

- Advice may need to be taken from the Local Authority Children's Services or Adult Services, and a referral may need to be made. Advice may also be sought confidentially from Thirtyone:eight.
- If it is suspected that a criminal offence has been committed, the police must be informed.

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

the Charity Commission (as a serious incident),

the area meeting's insurers (because of possible legal action),

and other Trustees (because of wider implications).

- If allegations have been made about a person who holds any position of trust in relation to children and young people under the age of 18, irrespective of whether they hold that role within a Quaker setting, then the Designated Officer of the local authority (formerly "LADO") should be informed.
- If allegations have been made about a person who holds a position of trust in relation to an adult, the Local Adult Safeguarding Board should be informed.
- If, after a statutory investigation/enquiry is complete and an allegation of abuse is substantiated, a referral may need to be made to the Disclosure and Barring Service, the statutory authorities will provide guidance.

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

## **5.7 Limitations to sharing information**

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

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

## **5.8 Storing and Retaining Records**

See toolkit section A.

## **5.9 Detailed procedures in respect of children and adults**

### **5.9.1 Detailed procedures where there is a concern about a child**

#### **Allegations of physical injury, neglect or emotional abuse.**

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

- Contact the local authority team responsible for Safeguarding Children (or Thirtyone:eight if they are unsure) for advice in cases of deliberate injury, if concerned 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, having contacted the local authority Safeguarding Children team. This is to avoid evidence being destroyed, potential perpetrators being alerted, and people being silenced with threats or bribery.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact the local authority's Safeguarding Children team direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to the local authority.

### **Allegations of sexual abuse**

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

- Contact the local authority team responsible for Safeguarding Children, or the police, direct. They will NOT speak to the parent/carer or anyone else. This is to avoid evidence being destroyed, potential perpetrators being alerted, and people being silenced with threats or bribery
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact the local authority/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **5.9.2 Detailed procedures where there is a concern about an adult**

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

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

### **5.9.2 Scope of safeguarding responsibility in regard to adults**

The Care and Support Statutory Guidance states that:

The safeguarding duties apply to an adult who:

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

If an adult does not have care and support needs (and is not a carer for an adult with care and support needs) then there is no duty to refer concerns of abuse to the local authority. If there is any doubt about whether there is a duty to refer, then advice should be sought from the local authority or Thirtyone:eight.

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

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

### **5.9.3 Concerns about spiritual abuse**

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

- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern, and follow the advice given.
- Identify support services for the victim e.g. counselling or other pastoral support if they want these.

### **5.9.4 Allegations against people in a position of trust**

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

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

- Liaise with Children's Services in regard to the suspension of the worker.
- Make a referral to a designated officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against

adults who work with children and young people whether in a paid or voluntary capacity.

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Designated Officer if they are involved.

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

The Safeguarding Coordinator will:

- Liaise with Adult Services in regard to the suspension of the worker.
- Make a referral to the local authority. There is no Designated Officer role in Adults' Services; however, the local authority still has a duty to consider concerns about people working in a position of trust with adults in a paid or voluntary capacity.
- Make a referral to the Disclosure and Barring Service, following the advice of Adult Services.

## **6 Pastoral care and working with those who may pose a risk**

### **6.1 Supporting those affected by abuse**

We are committed to offering pastoral care and support to all those who have been affected by abuse who have contact with or are part of the AM and its local meetings, working with statutory agencies as appropriate.

If an incident happens, the Safeguarding Coordinator/Deputy will make sure that arrangements are made to support everyone affected, and to liaise with any outside organisations that become involved.

We need to bear in mind that there may be people involved with the meeting who are survivors or victims of past abuse.

### **6.2 Working with offenders and those who may pose a risk**

When someone attending the local or area meeting is known to have abused children or adults at risk is under investigation, or is known to be a risk, the local and area meeting will supervise the person and offer pastoral care. Arrangements will be put in place to protect children, young people, and adults at risk. This will include supervision and setting boundaries for that person in the form of a contract, which they will be expected to keep. The boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. Such a person should not work with children, young people or adults at risk, or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate.

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

This is the responsibility of the AM Safeguarding Coordinator, working with other role-holders as appropriate. The Safeguarding Co-ordinator will inform other trustees. Seeking advice from outside the meeting can be very helpful, from Thirtyone:eight or Britain Yearly Meeting’s Safeguarding Officer.

Further guidance is in the toolkit section A, which leads to more guidance from Thirtyone:eight.

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

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Overseers may need to support them.

## 7 Annual Review

Each year:

**The local meeting’s** safeguarding practice will be reviewed by the local meeting Clerk(s), local Convenor of Children’s Committee, and the local Convenor of Overseers, or their equivalents, and the DBS Verifier (if different from the Clerk). They will report on this in their local meeting’s Annual Safeguarding Report to AM Trustees, using the form in the toolkit section A (*normally by the end of MMMMMMMM month*). This asks key questions about practice in the local meeting, and provides assurance to trustees.

**Britain Yearly Meeting** will publish any updates to the model safeguarding policy for AMs (normally in January, from 2021 onwards), based on advice prepared by Thirtyone:eight.

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

- o the local meeting annual safeguarding reports
- o practice that they are aware of
- o the AM’s safeguarding training needs and opportunities
- o incidents and intelligence during the year
- o the updates from Britain Yearly Meeting
- o whether any amendments are needed to this Safeguarding Policy and Procedures.

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

At least once every three years:

**Trustees** will initiate a more comprehensive review, including discussions with each local meeting, and a review of the policy and procedures (either using the model policy published by Britain Yearly Meeting, or with Thirtyone:eight directly).

## 8 List of Appendices

Appendices to this Policy and Procedure document are available separately.

*[Delete any which are not being used.]*

### A General

- A.1 Responsibilities of key roles
- A.2 LM Annual Safeguarding Report to AM Trustees
- A.3 Definitions and Signs of Abuse
- A.4 Safer Recruitment
- A.5 Practice appendices
- A.6 Responding to concerns appendices

### B. Definitions and Signs of Abuse

- B.1 Definitions of child abuse
- B.2 Signs of abuse in children
- B.3 Definitions of adult abuse
- B.4 Signs of abuse/neglect in adults

### C. Safer Recruitment

- C.1 Role description for a children's meeting volunteer
- C.2 Personal details form (volunteers)
- C.3 Personal details form (employees)
- C.4 Self declaration form (enhanced disclosure)
- C.5 Self declaration form
- C.6 Reference request letter
- C.7 Reference request form (volunteers)
- C.8 Reference request form (employees)
- C.9. Code of conduct
- C.10 DBS Update Service agreement

### D. Practice appendices

- D.1 Practice guidelines
- D.2 Specific safeguarding arrangements
- D.3 Information and consent form
- D.4 Children's activities and day visits
- D.5 Image use consent form
- D.6 Accident/incident form
- D.7 Activity risk assessment sheet

D.8 Event or premises information sheet

**E. Responding to concerns appendices**

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

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

E.3 Initial disclosure/concern reporting form

E.4 Safeguarding co-ordinator's disclosure reporting form

E.5 Referral form of host authority