



Safeguarding Procedures and Toolkit

Staffordshire Area Quaker Meeting

Agreed by Area Meeting	26 th March 2022
Minute number	10.2
Signed	
Name signed by Acting Area Clerk	James Went
Date for next annual review by Trustees	By 31 st January 2023
The role-holder responsible for starting the next review	Berry Dicker

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1. Who are we - Staffordshire Area Meeting

Key Contacts:	Stephen Langford; Clerk to Trustees
Address:	Quaker Meeting House, 2 Miller Street, Newcastle-under-Lyme ST5 QJ
Email:	s.langford1@ntlworld.com
Phone:	01782 822237
Website:	www.https://staffsquakers.org
Charity number:	1192134
Company number:	Not applicable
Denomination:	This Area Meeting is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers). See:

Key Contacts:	Stephen Langford; Clerk to Trustees
	www.quaker.org.uk/our-organisation/safeguarding
Regulators:	The Charity Commission
Insurance company:	Congregational

2. Who we are - our local meetings:

This Area Meeting is made up of these local meetings:

Leek	Friends Meeting House, Overton Bank, Leek ST13 5ES
Lichfield	Martin Heath Hall, Christchurch Lane, Leomansley, Lichfield WS13 8AY
Stafford	Friends Meeting House, Foregate Street, Stafford ST16 2PX
Stoke	Quaker Meeting House, 2 Miller Street, Newcastle-under-Lyme ST5 1QJ
Stone	Stone Railway Station Community Center, Station Approach, Stone ST15 8ER
Uttoxeter and Burton	Friends Meeting House, 39 Carter Street, Uttoxeter ST14 8EY
Wolverhampton	Friends Meeting House, 8B Summerfield Road, Wolverhampton WV1 4PR

3. Our Commitment

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

- Promoting a safer environment and culture
- Using good practice procedures and guidelines, following national legislation and regulations, and inter-agency procedures

- Safely appointing, training and supporting all those with any responsibility related to children, young people and adults at risk
- Supporting our Safeguarding Co-Ordinator's and Deputies in their work and in any action, they take in order to protect children, young people, and adults at risk
- Practicing effective risk-management in response to those that may pose a present risk to others
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and others affected.
- Prevention
- 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 programs to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

4. Definitions, signs and indicators of abuse

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

In summary, these include:

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

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

5. Safer Appointments

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

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

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

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

- Volunteers and employees who work with children, young people or adults at risk.
- Overseers with a Pastoral care responsibility
- Trustees
- Safeguarding Coordinators and Deputies.
- Advocates for children and young people's work.

Alongside our spirit-led Quaker nominations process, for these roles we will:

- hold discussions about attitudes to safeguarding.
- publish role descriptions.
- request personal details forms, references and self-declarations,
- manage a review period of ongoing support and
- follow a robust process of criminal record checks (DBS) where the role is eligible (according to the government guidance).

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

For all the above roles, we will ensure that:

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

- A disclosure and barring service (DBS) check will be completed for those roles which require it and are eligible; there is guidance on eligibility on the government website and a useful eligibility-checking tool [here](#).

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

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

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

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

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

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

Each worker will have a suitable training program.

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

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

Only at the end of the process above should the applicant be approved to work with children, young people and adults at risk. Meetings should be prepared to turn down people if they are not suitable.

This can include after their appointment. 'Safer recruitment' processes should not be daunting - they complement Spirit-led appointment, helping meetings find the most suitable Friends to serve.

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

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

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

It's important to:

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

Relevant suggestions for good practice - from Qfp 3.24

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

Nominations committees have great responsibility and:

- should be large enough to be representative
- should have a balance of experience and age-groups.

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

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

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

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

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

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

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

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

7. Safeguarding Training

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

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

Levels of Training

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

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

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

- understanding what abuse is and how to recognize the signs
- the overall framework of responsibility, communication and support in the local and area meeting
- who is leading and organizing the activities
- the safeguarding practice set out in this policy (Section 4)
- any local arrangements in place (toolkit section D)
- how to respond to a disclosure (Section 5)
- how to raise an alert about a concern (Section 5)
- receiving a copy of the Safeguarding Policy
- being asked to read Safeguarding Procedures & Toolkit
- signing the code of conduct (toolkit section C).
- receiving login details for the Thirtyone:eight website members' area, for additional guidance when required.

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

- an online course provided by NSPCC, 31:8 or another suitable provider.
- a session at the local meeting conducted by someone with professional knowledge and experience.
- a session for the AM or jointly with a neighbouring AM
- a session run by Thirtyone:eight or another training provider

- a joint session with another church
- inter-agency training by a Local Safeguarding Children's Board or Local Adult Protection Board (some offer this free for volunteers)
- suitable training undertaken in other settings, such as at work or volunteering elsewhere

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

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

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

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

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

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

8. Safeguarding awareness and accessibility of information

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

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

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 via other means.

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

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

9. Practice Guidelines

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

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

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

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

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

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

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

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

10. Working in partnership

Partners we work with

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

Britain Yearly Meeting

- The AM will report annually to Britain Yearly Meeting.
- Thirtyone:eight
- The AM is a member of Thirtyone:eight [or other agency] and will seek specialist advice from it whenever necessary.
- Room hirers

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

11. Communication

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

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

12. Responding to concerns or allegations of abuse.

The 5Rs of Responding

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

Receive

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

Reassure

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

Recognize

- Be alert to signs and symptoms of abuse.

Respond

- Emphasize to the individual that they have done the right thing in sharing this information and they are not to blame.

- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.
- Use open questions (e.g., use phrases like (‘tell me about, or ‘explain to me...’)
- Avoid closed questions (i.e., those that can be answered ‘yes’ or ‘no’.)
- Do not investigate, interrogate, or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

Refer

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

AM Safeguarding Coordinator: insert name and contact details

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

Immediate next steps

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

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

13. Reporting a concern or allegation

See Flowcharts in the toolkit section E.

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

Under no circumstances should a volunteer role-holder or employee carry out their own investigation into an allegation or suspicion of abuse.

This could increase the potential harm to the person at risk and contaminate evidence. Instead, follow the procedures below.

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

- act on its behalf in dealing with the allegation or suspicion of abuse.
- collate and clarify the precise details of the allegation or suspicion.
- record them on the Safeguarding Coordinator's form in the toolkit section E.
- refer the matter to the statutory agencies who have the legal duty to investigate where appropriate.
- Request advice from Thirtyone:eight if necessary.

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

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

Supporting those affected by abuse

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

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

Raising concerns directly with the Statutory Authorities

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

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight.

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

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

14. Sharing information

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

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

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

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

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

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

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

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

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

Limitations to sharing information

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

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

15. Storing and Retaining Records

See toolkit section A.

16. Detailed procedures in respect of children and adults

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

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

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

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

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

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

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

Concerns about abuse of adults

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

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

Scope of safeguarding responsibility in regard to adults

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

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

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

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

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

17. Spiritual abuse

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

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

18. Allegations against people in a position of trust

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

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

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

Thirtyone:eight regarding this matter and the decision should be informed by the Designated Officer (LADO) if they are involved.

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

The Safeguarding Coordinator will:

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

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

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

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and vulnerable adults given priority over subjective opinions or concerns about upsetting the person posing the

risk. We will contact Thirtyone:eight or the BYM Safeguarding Officer if in any doubt about the action to be taken.

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

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

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

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

20. Annual Review

Our LM safeguarding practices will be reviewed annually by:

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

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

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

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

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

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

At least once every three years: Trustees will initiate a more comprehensive review, including discussions with each Local Meeting and a review of the policy and procedures aided by the model policy documents published by BYM.