Area Meeting Safeguarding Co-ordinator and Deputy,

Job Description (draft)

1. Develop and keep under review the formal Area Quaker Meeting safeguarding policy and procedures.
2. Advise Trustees on safeguarding issues.
3. Liaise with statutory authorities as appropriate and in accordance with the Area safeguarding policy and procedures.
4. Advise, support and facilitate training for Local Safeguarding Reps.
5. Keep confidential file on safeguarding issues arising in Local Meetings.
6. Support local Meetings on safeguarding issues.
7. Keep list of people undertaking criminal records checks, liaise with verifiers that checks are up to date and advise Local Meetings about compliance with statutory requirements.
8. Seek advice and guidance as appropriate from the Church’s Child Protection Advisory Service and Friends House on safeguarding issues and consider this in the light of Area and local procedure and practice.
9. Keep up to date with national and local statutory safeguarding policy and procedures.