**Local Safeguarding Rep**

**Job Description Draft**

1. The Local Safeguarding Rep (hereafter referred to as LSR) is required by Area Meeting Trustees to be an Attender or Member, preferably not an Elder or Overseer, who is nominated and appointed by each local Meeting.

2. The LSC will make her- or him- self well known to the local Meeting as the person to whom anyone in the Meeting with a safeguarding concern would contact regarding safeguarding issues. The role of the LSR is to be alert to the possibility of abuse, to communicate safeguarding concerns, to support others to do so and to record incidents or issues. On no account should an investigation of any safeguarding incident be undertaken by the LSR as this is the responsibility of the statutory services.

3. The LSR will have access to current telephone numbers of local Children's and Adults' Services and the Police. The LSR will also have the contact details of the Area Safeguarding Co-ordinator (hereafter referred to as ASC), the Deputy ASC and the Safeguarding adviser at Friends House (email safe@quaker.org.uk).

4. The LSR will have a copy of, and will follow, the Area Meeting safeguarding policy and flowchart for action.

5. Where appropriate, the LSR may be the person to report a concern, suspicion or allegation of abuse to the authorities; any Friend or Attender may make such a report directly or may seek the support of the LSR to do so.

6. The LSR is responsible for making a factual, objective report of the safeguarding incident or issue as soon as practicable and sending it by post to the ASC or DASC.

7. Where there is uncertainty about whether abuse has taken place or whether an incident is abuse or not, the LSR will be available to any Friend or Attender to discuss their concerns and/or seek advice from the ASC or DASC. The Safeguarding contact person at Friends House is also available for advice.

8. The LSR should be aware of 'at risk' persons in their Meeting (as defined in the Safeguarding Policy and statutory guidelines) on guidance from the local Elders. Those who are deemed 'at risk' in national and local statutory frameworks are 1) children/young people under 18 years of age and 2) adults at risk of harm, of any age, in need of care and support (i.e. those who need community care services).

9. Local Overseers are expected by Trustees to be ready to support anyone affected by abuse, including the LSR, if necessary.

10. The LSR is expected to attend induction and follow up training as appropriate.