**Extract from XX Local Quaker meeting Role Descriptions**

**Local Meeting *Rep* Appointed Persons: Safeguarding Responsibilities**

The role of the **Local Meeting Appointed Person for Children** is to:

* Draw to the attention of Local Meeting the needs of children, including ensuring that Health and Safety and Fire risks are attended to in Meeting;
* Maintain communication with the Area Meeting Safeguarding Coordinators and ensure that they receive appropriate updates and communications;
* Familiarise themselves with the CCPAS website (the password for the members’ area is available from the AM Safeguarding Coordinators) and Quaker Life guidelines such as the 'Meeting Safely' document;
* Attend suitable training;
* Ensure that all children’s helpers are adequately assessed before they begin work with children. Vigilant recruitment practices are crucial to Safeguarding.

**Note that this role is often fulfilled by the convenor of Children’s Committee but a suitable separate person can be appointed instead.**

The role of the **Local Meeting Appointed Person for Vulnerable Adults** is to:

* Draw to the attention of Local Meeting the needs of vulnerable adults, including ensuring that Health and Safety and Fire risks are attended to in Meeting;
* Maintain communication with the Area Meeting Safeguarding Coordinators and ensure that they receive appropriate updates and communications;
* Familiarise themselves with the CCPAS website (the password for the members’ area is available from the AM Safeguarding Coordinators) and Quaker Life guidelines such as the 'Meeting Safely' document;
* Attend suitable training;

**Note that this role is often fulfilled by the convenor of Overseers but a suitable separate person can be appointed instead.**