XXXXXX AREA MEETING

**SAFEGUARDING**

PROCEDURES FOLLOWING AN ADULT REPORTING A SAFEGUARDING INCIDENT

Relating to Him- or Herself

**1. Person making the Report** *(the Central Friend)* .

 To whom . Date .

**2. Outline nature of the Reported Safeguarding Issue**

**3. ASAP: Initial Listening Visitors**

 The Area Safeguarding Friend .

 Another Friend .

which could be an Elder or an Overseer, and may be the Central Friend's specified E or O; but ideally it would be a Friend well known to and trusted by the Central Friend - who could then become the *Main Liaison Friend*.

In any case it is crucial that such a person is identified as soon as possible.

**4. Legal Aspects of the Situation**

 Considered jointly by Area Safeguarding Friend .

 Clerk of Trustees .

 Another Friend, with specialist knowledge of relevant legalities .

*eg. Involvement of Statutory Services? Noitfy Insurers?*

**5. Pastoral Aspects of the Situation**

 Supported by the Main Liaison Friend .

 And an Overseer (if not the above) .

 In liaison with the Area Safeguarding Friend .

*eg. see 'Maintaining Safe Communities', published by Friends House.*

**6. Spiritual Aspects of the Situation**

 Supported by the Main Liaison Friend .

 And an Elder (if not the above) .

 In Liaison with the Area Safeguarding Friend .

*eg. including: maybe the Friend attending an alternative Meeting pre tem; or arranging a meeting at their home.*

**7. Protection of the Central Friend**

 In consultation with (for example)

 The Central Friend, the Main Liaison Friend, and the Area Safeguarding Friend:

 Measures speedily put in place to prevent any continuation of the Safeguarding issue:

**NB.** Support for the Central Friend by the Main Liaison Friend should continue as long as the Central Friend feels the need for it, with the Main Liaison Friend working in conjunction with the Friends named above (and others) as required. Particularly, care should be taken to keep the Central Friend informed of any developments relating to the issue, or to any of the key people involved.

 **JT - 03.09.2017**.