**Religious Society of Friends (Quakers)**

**Safeguarding Policy agreed by the**

**Trustees of XXXX Area Meeting on 16.05.15 (reworked and corrected version of policy adopted 14.03.15)**

Safeguarding is protecting children, young people,

and vulnerable adults (also known as ‘adults at risk’) from harm.

**1. DETAILS**

Name: The Religious Society of Friends (Quakers) XXXX Area Meeting

Address: ………………………………….

Tel No: ……………………………………

Email address: …………………………...

Denomination: Religious Society of Friends (Quakers)

This policy covers all parts of the charity constituted by the governing document of

the Religious Society of Friends (Quakers) XXXX Area Meeting (hereafter

referred to as the Area Meeting, or Meeting), its properties and its employees.

**2. STATEMENT OF INTENT**

2.1 The Trustees of XXXX Area Meeting (hereafter referred to as the Trustees)

recognise the importance of ministry to, and work with, children, young people and

vulnerable adults. The Trustees also acknowledge their responsibility to protect and

safeguard the welfare of those children, young people and vulnerable adults

entrusted to their care.

2.2 The Trustees are committed to:

a) Valuing, listening to and respecting children, young people and vulnerable adults

as well as promoting their well-being, welfare and protection.

b) Helping to prevent the physical, sexual, emotional or psychological, financial

and discriminatory abuse and neglect of children, young people and vulnerable

adults and to report any such abuse that is discovered or suspected.

c) Safe recruitment, supervision and training for all the people working with

children, young people and vulnerable adults entrusted to their care.

d) Adopting a procedure for dealing with concerns about possible abuse.

e) Encouraging and supporting parents/carers.

f) Supporting those affected by abuse.

g) Maintaining good links with the statutory authorities and other organisations.

**3. POLICY**

3.1 The Trustees are responsible for the general control and management of the

administration of the affairs and work of XXXX Area Meeting in accordance with its

religious and charitable objects. They undertake legal compliance, monitoring and

scrutiny functions.

3.2 The Trustees recognise the need to provide a safe and caring environment for

the children, young people and vulnerable adults in their care. They also

acknowledge that children, young people and vulnerable adults can be the victims of

physical, sexual and emotional, psychological, financial or material and

discriminatory abuse, and neglect.

3.3 The Trustees have therefore adopted the procedures set out in this document

(hereafter “the policy”). They also recognise the need to build and maintain

appropriate and constructive links with all multi-agencies (statutory and voluntary)

involved in safeguarding work. The policy is based on a model published by the

Churches' Child Protection Advisory Service (CCPAS).

3.4 The Trustees undertake to maintain the Meeting’s membership of CCPAS.

They will file a copy of the policy and practice guidelines with CCPAS, and any

amendments subsequently published. The Trustees agree not to allow the

document to be copied by other organisations.

3.5 The Trustees are committed to on-going safeguarding training for all relevant

staff, volunteers and trustees and will regularly review the Safeguarding Procedures

and Guidelines published by Britain Yearly Meeting (BYM) of the Religious Society of

Friends (hereafter “the Procedures and Guidelines”).

3.6 The Trustees work within the Scottish legislative framework and they

undertake to follow the principles found within guidance issued by the Scottish

Government and by the Home Office. They acknowledge that it is unacceptable for

those in a position of trust to engage in any behaviour which might allow a sexual

relationship to develop (regardless of the age of consent for sexual activity) with a

child, young person or vulnerable adult for as long as the relationship of trust

continues.

3.7 The Trustees will comply with the legal and regulatory framework of the

country in which the property is situated, or the event is taking place.

3.8 The Trustees undertake to ensure that a Safeguarding Co-ordinator and a

Deputy Safeguarding Co-ordinator are appointed by General Meeting.

**4 RESPONDING TO ALLEGATIONS, OBSERVATIONS OR**

**ADMISSIONS OF ABUSE, INCLUDING SEXUAL ABUSE**

4.1 On becoming aware of any allegation, suspicion, observation or admission of

abuse, a member or attender, a staff member or a volunteer should clarify the

immediate circumstances. S/he will do the following:

a) The first priority should always be to ensure the safety and protection of

children, young people and vulnerable adults, and if medical assistance is

required this should be sought immediately. In an emergency the police

should be telephoned.

b) Concerns must then be recorded and reported in accordance with the

Procedures and Guidelines which have been created by members of General

Meeting.

c) Suspicions must not be discussed with anyone other than those named in the

Appendix to this policy. A complete record of the concerns should be made in

accordance with the Procedures and Guidelines. The record should kept in a

secure place as detailed in them.

4.2 The role of the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator

is to collate and clarify the precise details of the allegation or suspicion, in

accordance with the Procedures and Guidelines, and to pass this information on to

the relevant Social Work Department or to the police. It is a social work task to

investigate the matter under appropriate legislation and regulations.

So that the organisation can respond appropriately, aspects of any disclosure require

that the circle of confidentiality be expanded in particular ways; but in all cases as

few people as possible will be informed of the precise details:

a) Since there may be a possible implication of legal action involving the charity,

any reference to statutory authorities should be communicated to the Clerk to

the Trustees and to the officer with responsibility for the Meeting’s insurance.

These individuals should decide if and when information should be passed to

the Meeting’s insurers and to the Office of the Scottish Charity Regulator.

b) The current post holders are listed in an appendix to this policy, which will be

kept up-to-date without the need to re-adopt this policy.

c) The Trustees will support the Safeguarding Co-ordinator/ Deputy

Safeguarding Co-ordinator in their roles, and they accept that any information

they may have in their possession will be shared in a strictly limited way on a

need to know basis.

4.3 Although the Trustees hope that Friends and attenders will follow this policy

and use the Procedures and Guidelines it is, of course, the right of any individual to

make a direct referral to statutory safeguarding or child protection agencies or to

seek advice from the Churches’ Child Protection Advisory Service (CCPAS).

4.4 An individual who feels that the Safeguarding Co-ordinator or the Deputy

Safeguarding Co-ordinator has not responded appropriately, or who has a

disagreement with the Safeguarding Co-ordinator or the Deputy Safeguarding Coordinator

as to the appropriateness of a referral, is free to appeal directly to an

external agency. By making this statement the Trustees intend to demonstrate their

commitment to effective protection of children, young people and vulnerable adults.

**5. APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF**

**STAFF, LEADERS & WORKERS WITH CHILDREN, YOUNG PEOPLE**

**AND VULNERABLE ADULTS.**

The Trustees will ensure that all such workers will be appointed, trained, supported

and receive supervision in accordance with the principles set out in government

guidelines including “Safe from Harm” ( HMSO 1993), CCPAS guidance and our own

Procedures and Guidelines.

**6. SUPERVISION OF GROUP/CHILDREN’S ACTIVITIES**

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The Trustees will provide on request details of how the policy is applied to activities

arranged for children, young people and vulnerable adults within General Meeting.

**7. SUPPORT FOR THOSE AFFECTED BY ABUSE**

The Trustees of XXXX Area Meeting are committed to encouraging and supporting

meetings in the provision of pastoral care and support to those attending its

meetings who have been affected by abuse, working with statutory agencies as

appropriate.

**8. WORKING WITH PREVIOUS OFFENDERS**

8.1 When someone attending an event for which the Trustees are responsible is

known to have abused children, young people or vulnerable adults, the Trustees will

ensure that the individual concerned is suitably supervised and managed, and will

ensure that provision is made for his or her pastoral care. Within the Trustees’

commitment to the protection of children, young people and vulnerable adults,

boundaries will be set for that person which s/he will be expected to keep. There

may be events where such a person’s attendance will be deemed to be

inappropriate.

8.2 If an employee of XXXX Area Meeting is known to have abused children, young

people or vulnerable adults, the Trustees, together with XXXX Area Meeting Clerk, will

ensure the supervision of the individual concerned and offer him/her pastoral care. In

their commitment to the protection of children, young people and vulnerable adults,

the Trustees will set boundaries for that person which s/he will be expected to keep.

There may be events which are not suitable for such an employee to attend.

**9 REVIEWING OF POLICY**

The Trustees will ensure that this policy is reviewed annually.

**10. APPROVAL**

A similar policy was approved at a meeting of the Trustees of General Meeting for Scotland held in XXXX on 2 March 2013, Minute 7.

The policy was subsequently adopted at a meeting of XXXX Area Meeting Trustees

on 16th May 2105 at a meeting held in XXXX by Minute ………..

………………………………… Clerk to Trustees. Date: ………………………….

The policy was subsequently accepted at a meeting of XXXX Area Meeting …………………………………… Clerk . Date: ……………………………

**Safeguarding Policy**

**Appendix 1**

**Current post holders as at 15 May 2015**

This list can be up-dated and corrected without the policy being reapproved.

**Safeguarding coordinator**

**Deputy Safeguarding Coordinator**

**Area Meeting Clerk**

**Clerk to Area Meeting Trustees**