



**Devon Area Meeting of the Religious Society of Friends
(Quakers) in Britain**

**Safeguarding Policy and Procedures
agreed by the
Trustees of Devon Area Meeting**

Safeguarding is protecting Children, Young People,
and Vulnerable Adults (also known as Adults at Risk) from harm.

Approved at a meeting of the Trustees of Devon Area Meeting held on
10th February 2018 at Exeter Meeting House by minute 2018/3.

Michael Baker, Clerk to the Trustees

Adopted by Devon Area Meeting on 10th March 2018 by minute 26/2018.

Juliet Morton, Clerk

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1 AREA MEETING DETAILS

Name: Devon Area Meeting of the Religious Society of Friends (Quakers) in Britain

Charity number: 1139955

Details of the Clerk and other officers of the Area Meeting are given in Appendix 2.

This policy covers all parts of the charity constituted by the governing document of Devon Area Meeting of the Religious Society of Friends (Quakers) in Britain (hereafter referred to as Devon Area Meeting, or the Area Meeting), including its local meetings, its properties and its employees.

Section 2 of this document sets out the Safeguarding Policy of Devon Area Meeting of the Religious Society of Friends (Quakers) in Britain as adopted by Trustees on 10th February 2018. The related Roles, Responsibilities and Procedures are given in subsequent Sections.

2 SAFEGUARDING POLICY OF DEVON AREA MEETING

- 2.1 It is our policy to take all reasonable and practicable steps to protect and safeguard the welfare of those Children, Young People and Vulnerable Adults who are in any way associated with Devon Area Meeting or its constituent Local Meetings, either as Members, Attenders or as occasional visitors. This is a responsibility shared by everyone.
- 2.2 In particular, we agree to use our best endeavours to prevent the physical, sexual, emotional, psychological or financial abuse of Children, Young People and Vulnerable Adults, including discriminatory abuse or neglect, and to report any such abuse that is discovered or suspected (see Section 4).
- 2.3 We agree to adopt the procedures set out in Sections 3-7 of this document to ensure that:
- a Safeguarding Coordinator¹ and Deputy Coordinator are appointed by Devon Area Meeting
 - a Safeguarding Officer is appointed for each of our 13 Local Meetings;
 - those Friends working with Children, Young People and Vulnerable Adults have clear DBS certificates (i.e. a clear record relating to criminal convictions) and appropriate training;
 - procedures are in place for dealing with concerns about possible abuse;
 - support is available for those affected by abuse, should this ever be required;
 - we fully comply with relevant statutory obligations, and
 - this policy and the related procedures are reviewed annually.

¹ Terms such Safeguarding Coordinator are defined and explained in the first main Section of Appendix 1.

3 ROLES AND RESPONSIBILITIES

DEVON AREA MEETING

- 3.1 Devon Area Meeting of the Religious Society of Friends (Quakers) in Britain is a constituent part of Britain Yearly Meeting and is administered and managed in accordance with its Governing Document².
- 3.2 Devon Area Meeting in session has the responsibility to appoint a Nominations Committee and such officers as will perform the functions of Clerk, Treasurer and Registering Officer as described in the Book of Christian Discipline of Britain Yearly Meeting³. It is also responsible for the appointment of a body of Trustees and its Clerk, whose roles and responsibilities are also set out in the Governing Document.
- 3.3 Furthermore, it is recognised that that it is the responsibility of Area Meeting to appoint an Area Meeting Safeguarding Coordinator and a Deputy Safeguarding Coordinator.

DEVON AREA MEETING TRUSTEES

- 3.4 Trustees are responsible for the general control and management of the administration of the affairs and work of Devon Area Meeting in accordance with its religious and charitable objects. They undertake legal compliance, monitoring and scrutiny functions.
- 3.5 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 any of these can be the victims of physical, sexual and emotional, psychological, financial or material and discriminatory abuse, and neglect. In particular, Trustees 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.
- 3.6 Trustees have therefore agreed to adopt the procedures set out in this document. They also recognise the need to build and maintain appropriate and constructive links with all statutory and voluntary agencies involved in safeguarding work, in particular the Churches' Child Protection Advisory Service (CCPAS), and to follow guidance issued by the Home Office.
- 3.7 Trustees agree to share this document with any other Quaker body on request.
- 3.8 Trustees are committed to making provision for suitable safeguarding awareness training for all relevant staff, volunteers and trustees; and to provide advanced training for LM Safeguarding Officers and AM Safeguarding Coordinators.

² The Religious Society of Friends (Quakers) in Britain, Devon Area Meeting, Governing Document, adopted 10th day of January 2009 by Minute 09/05 of Devon Area Meeting.

³ *Quaker faith & practice*. The book of Christian discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain. Fifth edition, 2013.

- 3.9 Trustees agree to review the Policy and Procedures set out in this document annually and to update the list of role holders in Appendix 2 as required.

LOCAL MEETINGS (IN DEVON)

- 3.10 Local Meetings have a primary responsibility for ensuring that their members, attenders, visitors and employees can enjoy a safe and secure environment and are free from harm, so far as is reasonably practicable. This document is, however, directed principally towards the protection of Children, Young People and Vulnerable Adults.
- 3.11 It is therefore necessary for each Local Meeting to appoint a Friend, who may be a Member or Attender of that Meeting, to act as a LM Safeguarding Officer. This person (who is ideally a current or former overseer or elder) has the responsibility of ensuring that those Friends who have a special role working with Children and/or Young people, or with Vulnerable Adults follow the relevant guidelines. In particular, it is strongly recommended that all such Friends apply for DBS checks (previously known as CRB checks)⁴. Detailed information on this is given in Appendix 1 of this document. It is recommended that a copy of this is kept in Local Meetings and is shared with Friends working with children and other vulnerable groups.
- 3.12 A further role of each LM Safeguarding Officer is to maintain contact with the Area Meeting Safeguarding Coordinator and to raise any matter of concern with them. He/she should also consider the need for safeguarding training within the Local Meeting. In the event of any abuse occurring or being suspected, it is the responsibility of the Safeguarding Officer to report the circumstances to the Safeguarding Coordinator who will take whatever action is considered necessary, if necessary in conjunction with the relevant statutory authorities.

4 GUIDELINES FOR GOOD PRACTICE WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

- 4.1 Regarding the care of children coming to Meeting for Worship or joining events organised by a Meeting, it is the duty of each Local Meeting within Devon Area Meeting to:
- seek to prevent the physical, sexual or emotional abuse of any child or young person while engaged in any activity organised by the Meeting;
 - protect adults against false allegations;
 - to take up any allegation of abuse, whether perpetrated in the course of Meeting activities or elsewhere;

⁴ DBS stands for the UK's Disclosure & Barring Service. DBS checks are carried out on the police database to establish whether a person has a criminal record. Obviously, such checks are rather a poor method of establishing whether anyone is suitable for working with Children, Young People or

Vulnerable Adults, but provide an easy starting point.

- to operate this policy with close regard to the testimonies and traditions of the Society.

4.2 We have a duty of care to minimise risk and to ensure that our procedures are flexible enough to accommodate varying levels of precaution depending on the nature of the events being organised.

4.3 We recognise that Criminal Records Bureau (DBS) checks play an important role in protecting children from potential abusers but this is only part of our child protection policy. All the procedures detailed below, many of which are now common practice, should be followed in addition to DBS checks:

- 1) All those working with children and young people on more than an occasional basis should fill in a volunteer form and initiate the DBS checking procedure with the assistance of their Local Meeting Safeguarding Officer and if necessary Local Meeting Overseers (see page 15). DBS checks should be kept up to date using the DBS update service.
- 2) At least two adults, ideally not from the same household, should be present at any event with children and young people, with at least one of the adults having obtained a clear DBS disclosure certificate⁵ (i.e. a clear record relating to criminal convictions).
- 3) In exceptional circumstances an adult may be alone with a child, provided their parent has given expressed permission and the adult has a clear DBS disclosure certificate.
- 4) New volunteers should only be able to help with children's activities if they are well known to the Meeting and are deemed by the Children's Committee to be appropriate for this role.
- 5) Each Local Meeting should keep a permanent record of children's attendance, together with the names of helpers present on each occasion. The record should be kept in a bound book with numbered pages and this should be stored in a secure location. Similar arrangements should be made for Area Meeting events.
- 6) Appropriate risk assessments should be carried out for any activities carried out away from Local Meeting premises – i.e. those not covered within a Local Meeting's normal risk assessment.
- 7) On Quaker outings, overnight and residential activities, parents and/or guardians may leave their children in the care of other adults while they themselves are not on the premises as long as parental permission / in loco parentis forms have been completed.
- 8) Where an activity involving a member of the Meeting is organised by parents and not by the Meeting, this is a private arrangement and parents take sole responsibility.

⁵ In some exceptional cases, not having a clear record may not preclude the person working with children or vulnerable adults, but this would need to be confirmed by the Safeguarding Coordinator.

- 9) Meetings should foster an understanding in children and young people about their own safety and how they can be active in keeping themselves safe. They should be made aware of the appointed adults.
- 10) All members and attenders at Local Meetings are responsible for contributing to the safety and well-being of all others and need to be well informed in these matters as in other aspects of health and safety.
- 11) In the event of an allegation or disclosure being made, the Local Meeting's Safeguarding Officer should be informed, who should then contact the Area Meeting Safeguarding Coordinator. (See also Section 6 of this document.)

5 GUIDELINES FOR GOOD PRACTICE WHEN WORKING WITH VULNERABLE ADULTS

5.1 Who are Vulnerable Adults?

It is acknowledged that any adult can be vulnerable depending on the context in which they find themselves. However, some may require special care; for example:

- disabled people who have physical or sensory impairments
- people who have learning difficulties
- people who experience mental ill health
- many older people
- people affected by low esteem, social exclusion, drug or alcohol misuse, offending history, homelessness, domestic violence, ethnicity, immigration status, sexuality
- in the Quaker context, employees, e.g. wardens, can be at risk of bullying by members of the Meeting.

Abuse can be physical, sexual, psychological/emotional, neglect, financial, discriminatory or institutional, or a combination of these.

It should also be stressed that the person or persons who have committed, or are committing, the abuse may have no connection with any Quaker Meeting and are simply known to the abused person in some other way.

5.2 Safeguarding vulnerable adults

Where possible, family members should take the main responsibility for safeguarding vulnerable adults, but where this is clearly not happening, overseers have the responsibility for determining the level of assistance that is appropriate and to the level that the vulnerable Friend feels able to accept at any given moment. Overseers should be aware of the need for possible action in relation to:

- **Wills and Power of Attorney.** Does the Friend need help in obtaining proper advice regarding writing their will and have they completed and registered a Lasting Power of Attorney?
- **Special needs.** Does the Local Meeting need to give support to members/visitors with special needs? The whole meeting may have the responsibility for adopting appropriate strategies.

- **Dementia.** Each local meeting needs to support dementia sufferers and their families. It might be necessary for overseers to research respite care. If the dementia sufferer lives alone, their care in the local community needs to be considered.
- **Mental illness.** In some circumstances, one or two elders and/or overseers may need to know, in confidence, about diagnosis and treatment and, if necessary, approach the local mental health team, for help.
- **Alcoholism.** It needs to be considered by overseers what support could be given by the local meeting and whether the person suffering from alcoholism could be helped by joining Alcoholics Anonymous.
- **Gambling.** Similar considerations to alcoholism are relevant; and it might be appropriate for the vulnerable person to be encouraged to join Gamblers Anonymous.
- **Members or attenders suffering from domestic violence** are likely to need special help and for the circumstances to be kept confidential. Normally, they should be encouraged to report their abuse to the police. In all cases the situation should be reported by Overseers to the Area Meeting Safeguarding Coordinator who should follow up the matter as appropriate, seeking professional advice as necessary. It is also likely that the alleged abuser will also need help and support.
- **Adult survivors of childhood sexual abuse** clearly need sensitive and confidential support when such abuse is made known. Depending on circumstances, it may be appropriate to suggest that the person contacts the local Sexual Assault Referral Centre (SARC) or reports the abuse to the police.

In all cases, it is clear that a balance needs to be struck between the need for confidentiality and the need for Friends to know in order to be of help, and this will depend on circumstances. An immediate course of action would be to seek support from one of the agencies listed in Appendix 3.

5.3 In the event of suspected abuse

In the event of a vulnerable adult complaining about abuse or abuse being suspected it is important to:

- make sure that that the individual is safe,
- ascertain and establish the basic facts,
- report the disclosure to the Local Meeting's Safeguarding Officer as soon as possible, who will then contact the Area Meeting's Safeguarding Coordinator.
- provide ongoing support for the individual.

6 RESPONDING TO ALLEGATIONS, OBSERVATIONS OR DISCLOSURE OF ABUSE, INCLUDING SEXUAL ABUSE

- 6.1 Detailed guidance on this is available on the www.quaker.org.uk website in a booklet “*Disclosure procedures and guidance. What to do in the event of a disclosure of abuse being made at a Britain Yearly Meeting event with Children and Young People*”. This is summarised below. It does not cover vulnerable adults.
- 6.2 First, it should be noted that there is a very wide range of situations that Friends may encounter, although such situations are hopefully extremely rare⁶. In most situations, unless physical harm has occurred, is unlikely that there will be a need for immediate action and the situation should be approached calmly, with care, and maintaining strict confidentiality. If this is the case, on becoming aware of any allegation, suspicion, observation or admission of abuse, the person involved should first speak to the Local Meeting’s Safeguarding Officer who should then consult with the Area Meeting Safeguarding Coordinator or his/her deputy. The steps that need to be taken will then be decided by the AM Safeguarding Coordinator (see below). Suspicions must not, however, be discussed with anyone other than those named in Appendix 2 of this document.
- 6.3 However, in the event of physical harm being apparent, the first priority should always be to ensure the safety and protection of the person affected, and if medical assistance is required this should be sought immediately. Additionally, if a criminal offence is suspected, the police should be telephoned on 999.
- 6.4 In the event of the matter being sexual abuse, the parents and guardians should not be informed. This is because it might influence the child’s ability to feel safe enough to continue with further disclosure. Parents may only be informed of any matter with the agreement of the appropriate local authority or police force.
- 6.5 The role of the Safeguarding Coordinator / Deputy Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion, and to pass this information on to the Social Services or to the police. Under current legislation and regulations, it is the responsibility of Social Services to investigate the matter. So that the Area Meeting 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 should be informed of the precise details.
- 6.6 The reason for the above is that 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 Friend with responsibility for the Area Meeting’s insurance. These Friends should decide if and when information should be passed to the Area Meeting’s insurers and to the Charity Commission.

⁶ It should be noted that a disclosure by a child or frail adult might be about someone completely outside the Local Meeting, whether victim or perpetrator, and that this could occur in any Meeting.

- 6.7 The current post holders who may need to be informed in the event of alleged or actual abuse are listed in Appendix 2 of this document. These names may be updated without the need to formally re-adopt this document. It is the responsibility of the Clerk to Devon Area Meeting Trustees to update this appendix and to circulate it to Local Meetings when there is a change.
- 6.8 Trustees will support the Safeguarding Coordinator / Deputy Safeguarding Coordinator in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 6.9 Although the Trustees expect that Friends will follow this policy and adopt the Procedures and Guidelines set out in this document, it is 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).
- 6.10 Any Friend or Attender who feels that the Safeguarding Coordinator or the Deputy Safeguarding Coordinator has not responded appropriately, or who has a disagreement with the Safeguarding Coordinator or the Deputy Safeguarding Coordinator as to the appropriateness of a referral, has a duty to report the matter directly to Social Services or the NSPCC. By making this statement the Trustees wish to demonstrate their commitment to effective protection of Children, Young People and Vulnerable Adults.
- 6.11 For Devon, the contact telephone numbers for safeguarding concerns are given in Appendix 3.
- 6.12 In the event of a child making a disclosure about abuse, the following guidelines should be followed:
- Find somewhere quiet to talk as soon as possible and stay calm and reassuring; don't ask 'leading questions' – essentially don't ask questions;
 - Respond with something like: "I'm glad you told me – that must have been very hard. I'm going to do all that I can to make sure that you are safe now."
 - Listen to and believe what the child tells you – tell them that whatever the circumstances, she/he is not to blame;
 - Explain what you are going to do and that you cannot promise to keep what you are told a secret – you may have to inform someone else or make a referral;
 - Ideally, write down exactly what the child has said as soon as possible afterwards, together with the time and date;
 - **(Very important)** The child should NOT be asked to say again what they have said to one adult to other adults, however unsure people are of the meaning of what they have heard. This is for social services to sort out.

7 PASTORAL CARE

7.1 SUPPORTING THOSE AFFECTED BY ABUSE

Trustees are committed to encouraging and supporting Local Meetings in the provision of pastoral care and support to those who have been affected by abuse, working with statutory agencies as appropriate.

7.2 WORKING WITH OFFENDERS

When someone attending the Meeting for Worship or another event is known to have abused children or is known to pose a risk to vulnerable adults, the Local Meeting should supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults set boundaries for that person which they will be expected to keep.

Quaker Life must be informed if a sex offender is found to be part of a Meeting's community and, clearly, offenders must not be allowed to work with children and vulnerable adults.

ACKNOWLEDGEMENTS

This document has been prepared by Devon Area Meeting Trustees using, in part, material from a number of other sources, including CCPAS and policies prepared by other Area Meetings. These sources are gratefully acknowledged. Thanks also to all those Friends who have commented on earlier drafts of this document.

SOURCES AND FURTHER READING

- The Churches' Child Protection Advisory Service: <https://www.ccpas.co.uk/>
- Britain Yearly Meeting – Safeguarding Coordinators: <http://quaker.org.uk/our-organisation/quaker-roles/safeguarding-coordinators>
- Due Diligence Checking Limited (DDC). <https://www.ddc.uk.net/>
- Due Diligence Checking Limited. OP-EXT-0125-V1.3-Quick Start Guide – Online DBS Checks Quakers.
- H M Government Disclosure and Barring Service: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/>
- *Staying Safe and Secure*. A summary of the ten 'Safe and Secure' safeguarding standards for churches, other places of worship and faith-based organisations. – CCPAS 2015. See: <http://files.ccpas.co.uk/documents/StayingSafeAndSecure.pdf>

- *Trespass and Trust: Quaker Meetings and Sex Offenders*, Daphne Glazer, Quaker Books, 2004.
- *With a Tender Hand: A resource book for eldership and oversight*, Zelig Gross, Quaker Books, 2015.
- *Pastoral Care: A practical guide*, Bill Merrington, Published by Kevin Mayhew, 2012.
- Quaker Life. Confidentiality, December 2011.
- Quaker Life. Maintaining Safe Communities, October 2012.
- Quaker Life. Maintaining Boundaries, October 2012.
- Britain Yearly Meeting – Safeguarding website⁷:
<https://groups.quaker.org.uk/groups/safe/>

⁷ Please note that this is a new website for Safeguarding within BYM and that some of the documents contained therein are in draft form or of an interim nature. Where guidance differs or appears to differ from that given in the current document, the latter should be taken as the correct procedures to follow within Devon Area Meeting. If in doubt, please contact the Area Meeting Safeguarding Coordinator.

APPENDIX 1

Safeguarding arrangements for children, young people and vulnerable adults

An overview for Local Meetings⁸

SUMMARY

There has been a number of recent changes in the guidance given by Friends House for the safeguarding of children, young people and vulnerable adults in Quaker Meetings. This document aims to provide a brief overview of best current practice and is based on information on the Friends House website [http://www.quaker.org.uk/meeting safety/](http://www.quaker.org.uk/meeting%20safety/) and from other sources.

DEFINITIONS

A number of terms need clear definition:

Devon Area Meeting Safeguarding Policy and Procedures: The current document created and agreed by the Area Meeting's Trustees and adopted by Area Meeting. It sets out the Area Meeting's policy and procedures relating to safeguarding. This is one of the legal responsibilities of trustees.

Area Meeting Safeguarding Coordinator and Deputy Coordinator: The Friends appointed by Area Meeting to carry out a number of specific tasks relating to safeguarding as set out in this document and on the website: <http://www.quaker.org.uk/our-organisation/quaker-roles/safeguarding-coordinators>

Local Meeting Safeguarding Officer: The Friend appointed by a Local Meeting to oversee the arrangements for safeguarding in that Meeting.

Disclosure & Barring Service (DBS) checks (previously CRB checks): These are checks carried out by the government's Disclosure and Barring Service on the police database to establish whether a person has a criminal record. These checks can normally be carried out only at the request of an employer or by bodies such as schools, churches or voluntary agencies. In the case of Quakers in England and Wales, Due Diligence Checking Limited (DDC) is the body that has been commissioned by Friends House to process these checks.

Due Diligence Checking Limited (DDC): This body has been recently selected by Friends House to process online DBS checks for Quaker Local Meetings, Area Meetings and Friends House staff, in place of the Churches Agency for Safeguarding (CAS) which no longer operates. General information about this organisation can be found at <http://www.ddc.uk.net>.

Verifier: The person appointed by each Local Meeting to verify the validity of documents provided by individual Friends in applying for a DBS check. Verifiers have first to be registered with DDC by staff at Friends House.

⁸ An earlier version of this Appendix was approved by Devon Area Meeting Trustees on 9/04/2016, as a stand-alone document for use by Local Meetings. This appendix supersedes the earlier version.

The Churches' Child Protection Advisory Service (CCPAS): This is an independent Christian safeguarding charity based in the UK which provides a range of services relating to safeguarding, including training. Devon Area Meeting is a member of this organisation and Local Meetings may download reports and guidance on safeguarding issues.

AREA MEETING SAFEGUARDING POLICY AND PROCEDURES

The current version of this (the present document) was approved by Devon Area Meeting trustees on 10th February 2018 and by Area Meeting on 10th March 2018. The policy requires the Area Meeting to appoint a Safeguarding Coordinator and a Deputy Safeguarding Coordinator who have specific duties. The current document also sets out various procedures that should be followed as a matter of routine and in the case of any abuse coming to light.

REQUIREMENTS AND PROCEDURES

Devon Area Meeting Trustees have the legal responsibility for ensuring the safety of all the members and attenders in our Local Meetings – and especially children, young people and vulnerable adults. Trustees strive to ensure safety through the application of both Health & Safety and Safeguarding Policies and Procedures by those Friends in Local Meetings and Devon Area Meeting who are appointed to do so.

Although children and young people would seem to be most at risk, adults too can be in situations where they are vulnerable. Activities such as helping with personal care, assisting with cash, taking someone for health care and providing social care are the sort of relationships with an adult that can leave a person vulnerable to abuse. Whilst it is to be hoped that there will never be any incidents in any of our Local Meetings, we cannot just rely on hope and must have appropriate procedures in place. This means that all Local Meetings need to be involved, whether or not there are children in the Meeting.

Local Meeting Safeguarding Officers

The basic requirement is therefore for all Friends who work unsupervised with children, young people and vulnerable adults to hold a clear DBS certificate. Each Local Meeting should therefore appoint a LM Safeguarding Officer whose responsibility it is to see that this is the case and to assist those Friends who need to be checked in making an application. This LM Safeguarding Officer is likely to be a Friend who is already working with children in the Meeting or an overseer. The AM Safeguarding Coordinator should be informed of the names of the LM Safeguarding Officers and should be told as soon as changes happen.

Verifiers

Verifiers are people appointed to check the validity of documents provided by individual Friends when applying for a DBS check. This is an entirely administrative role. Under the new procedures operated by Due Diligence Checking, one person in each Local Meeting is being appointed as a Verifier and Local Meetings have been asked by Friends House to nominate such a person – normally but, not necessarily, the Clerk of the Meeting.

APPLICANTS FOR DBS CHECKS

Information for applicants is set out in the DDC document “**OP-EXT-0125-V1.3-Quick Start Guide – Online DBS Checks Quakers**” which has been prepared by DDC and has been sent to all Verifiers, for whom this is essential reading. Please contact your Local Meeting verifier for a copy of this, if you would like to see it, and for assistance in applying for a DBS check.

Once a person has received a clear DBS certificate, it is important that this is shown to the Local Meeting Safeguarding Officer and that this information is then passed to the Area Meeting Safeguarding Coordinator, so that proper records can be kept.

Updating certificates

DBS disclosure certificates need to be kept up to date. This used to require re-application at a recommended maximum interval of three years. However, the DBS update service now allows applicants to keep their DBS certificates up to date by applying for the update service. Registering to be eligible to use the update service needs to be done within a maximum of 30 days of the certificate being issued – see <https://www.gov.uk/dbs-update-service/>. This service is free for all persons classified as volunteers.

Having registered for the update service, a person’s records are then automatically kept up-to-date and any authorised body can then check whether there have been any changes to the person’s disclosure record, but not the nature of those changes. Thus, any person being issued with a clear disclosure certificate at a particular time will be known to have a clear record if an enquiry returns a ‘no change’ situation at a future date. However, there are a number of restrictions on how the update service can be used (see: <https://www.gov.uk/dbs-update-service/>). For example, it is not possible to use it if you need a certificate for a different type of ‘workforce’ – e.g. adults as opposed to children. Therefore, it is important to obtain the correct guidance when first applying for a DBS check, and your verifier should be able to help you with this.

TRAINING

Other church bodies have recently reported that one of their past failings has been in not providing sufficient training for those responsible for safeguarding. Devon Area Meeting currently plans to provide training for LM safeguarding officers, overseers and trustees on a regular basis.

APPENDIX 2

Current post holders as at 10 February 2018

Clerk to Devon Area Meeting: (details omitted from this copy of the document)

Clerk to Devon Area Meeting Trustees: (details omitted from this copy of the document)

Post	Name	Telephone	Email
Area Meeting Safeguarding Coordinator			
Deputy AM Safeguarding Coordinator			
Area Meeting Clerk			
Clerk to Area Meeting Trustees			
Trustee with main responsibility for safeguarding			
Responsibility for insurance			
Clerk to Area Meeting Elders and Overseers			
BYM Safeguarding Adviser for Local Meetings	Gill Sewell		safe@quaker.org.uk

This list may be up-dated and corrected without the Policy and Procedures being re-approved.

APPENDIX 3

Important Contacts for Safeguarding

(correct at 10 February 2018)

Organisation	Telephone
Area Meeting Safeguarding Coordinator:	01548 854757
Deputy Area Meeting Safeguarding Coordinator	01626 774430
Devon County Council Social Services: <ul style="list-style-type: none">- Multi-Agency Safeguarding Hub, Exeter- Plymouth, Safeguarding- Torbay, Safeguarding- Emergency Duty Team	0345 155 1071 01752 307 535 01803 208 100 0845 6000 388
CCPAS Churches Child Protection Advisory Service	0845 120 4550
NSPCC (24 hours)	0808 800 5000
Childline (24 hours)	0800 1111
Action on Elder Abuse (9-5 weekdays)	0808 808 8141
Care Quality Commission (care homes)	0300 061 6161
Women's Aid	0808 200 0247
National Centre for Domestic Violence	0800 970 2070
Sexual Assault Referral Centre, Devon (SARC)	01392 436967

APPENDIX 4

ROLE DESCRIPTIONS – AREA MEETING SAFEGUARDING COORDINATOR AND DEPUTY

In accordance with the new Safeguarding Policy and Procedures of Devon Area Meeting, the Meeting is required to appoint a Safeguarding Co-ordinator and Deputy Safeguarding Coordinator. The role descriptions for these two positions are the same and are as follows:

- The Area Meeting Safeguarding Coordinator and Deputy Safeguarding Coordinator should normally be members of the Society of Friends, but the appointments could, if necessary, be held by attenders. In any event, it is desirable that the appointees should have had some relevant experience of safeguarding matters (e.g. through their current or previous employment, or through serving in a voluntary capacity).
- The Safeguarding Coordinator and Deputy may share the work between them in any way that suits, or they may agree that the Deputy is required to act only when the Safeguarding Coordinator is not available.
- Both persons should be completely familiar with DAM's *Safeguarding Policy and Procedures*, be willing to be DBS checked, and from time to time suggest ways in which the Policy and Procedures should be amended.
- The main responsibilities of the two persons appointed are as follows:
 - Maintain records of the names of the Safeguarding Officers in the Devon Local Meetings and ensure that these positions are filled.
 - Maintain records of the names of the DBS Application Verifiers in each Local Meeting.
 - Maintain records of those Friends who have applied for DBS checks and have obtained clear DBS Certificates, and to keep this information up-to-date using the DBS Update Service.
 - Arrange for Safeguarding Officers, and other Friends as appropriate, to receive safeguarding training.
 - In the event of actual or alleged abuse occurring in a Local Meeting or at an event arranged by the Area Meeting, being responsible for approaching the relevant authorities as appropriate (see DAM's *Safeguarding Policy and Procedures*) and liaising with the Local Meeting's Safeguarding Officer.
 - Being the Area Meeting's principal contact with Friends House in matters relating to safeguarding.
 - Being the Area Meeting's principal contact with the body responsible for handling applications for DBS checks.
- The Friends appointed should normally be willing to serve for at least a full triennium.

See also: <http://quaker.org.uk/our-organisation/quaker-roles/safeguarding-coordinators>

APPENDIX 5

ROLE DESCRIPTION – LOCAL MEETING SAFEGUARDING OFFICER

In accordance with the current Safeguarding Policy and Procedures of Devon Area Meeting, each constituent Local Meeting is asked to appoint a Safeguarding Officer, who has prime responsibility for the safeguarding of children, young people and vulnerable adults in their Meeting. The appointment of this person should be in keeping with the following guidelines:

- The Local Meeting's Safeguarding Officer should normally be a member of the Society of Friends, but the appointment could, if necessary be held by an attender. In any event, it is desirable that the appointee should have had some relevant experience of safeguarding matters (e.g. through their current or previous employment, or through serving in a voluntary capacity, or as an overseer).
- The person must be willing to make themselves familiar with DAM's *Safeguarding Policy and Procedures*, be willing to be DBS checked and to undertake training in safeguarding.
- The person must be willing to work in close association with the Area Meeting's Safeguarding Coordinator and Deputy as necessary.
- The person has prime responsibility to ensure in their Meeting, that all those who, as Quakers, have significant contact with children, or young people or vulnerable adults are DBS checked and apply for the update service in order to keep their checks up to date. In addition, the person should keep up to date records and notify the Area Meeting Safeguarding Coordinator of changes when they occur.
- In the event of actual or alleged abuse occurring, the safeguarding officer has the prime responsibility of knowing what should and what should not be done, and of informing the Area Meeting Safeguarding Coordinator.
- The person appointed may already be an overseer or elder, but should work closely with these other Friends on safeguarding matters. He/she should also make sure that DAM's Safeguarding Policy and Procedures are being followed within their Local Meeting.
- The person appointed must ensure that proper records are kept in relation to attendance at children's classes and that these records are kept in a secure place.
- In consultation with overseers, the person appointed should also take responsibility for the keeping of proper records in relation to visits by overseers.
- The person appointed should normally be willing to serve for at least a full triennium.