

MEETING FOR SUFFERINGS

QUAKER APPEALS GROUP (Criminal Records)

TERMS OF REFERENCE

1) SUMMARY OF PURPOSE

To consider any appeals against a decision of the Quaker Life Approvals Group (Criminal Records). On behalf of Britain Yearly Meeting, to consider appeals against a decision of the Quaker Life Approvals Group (Criminal Records), which is responsible for decisions about the suitability for work with children and young people and vulnerable adults in Quaker meetings, of Quaker member or attender applicants, whether volunteers or employees, whose Disclosures (national police checks for criminal records) have not been passed as clear by the Criminal Records Bureau (CRB) and the Central Registered Body for Scotland (CRBS), as referred by the Churches' Agency for Safeguarding.

2) MEMBERSHIP

Ex officio:

The Recording Clerk;

The Clerk of Meeting for Sufferings.

At least one other Friend in good standing, not involved in Britain Yearly Meeting central structures.

The Group of at least three Friends will be serviced through the General Secretary of Quaker Life.

Members would be expected to undergo or to have undergone the Disclosure process.

3) DUTIES AND RESPONSIBILITIES

- a) To receive appeals from Quaker and Attender appellants dissatisfied with the decision of the Approvals Group on their suitability for work with children and young people and vulnerable adults within Britain Yearly Meeting.
- b) To meet with appellants as appropriate.
- c) To make a final decision on appellants' suitability for such work in Britain Yearly Meeting.
- d) To inform the appellant, the Churches' Agency for Safeguarding and the Approvals Group of their decision.

4) AUTHORITY AND ACCOUNTABILITY

- a) The Appeals Group is accountable to / Meeting for Sufferings, to which it will report annually.

The Group to work to these terms of reference, as approved by minute 3(o) of Meeting for Sufferings on 3 of April 2003.

APPENDIX I: Guiding minutes

AT A MEETING OF QUAKER LIFE CENTRAL COMMITTEE held at Woodbrooke Quaker Study Centre, on 9 – 11 February 2001

2001/39 CRIMINAL RECORDS BUREAU – DISCLOSURE SERVICE

CYPC Minute 2001/05 refers.

We have been sent a paper by Beth Allen, Minute MtM 01/03/08 and Minute 2001/32 from MSC, concerning the proposed introduction of the Disclosure Service by the Criminal Records Bureau of the Home Office in autumn 2001. This establishes a requirement on everyone applying for the first time for voluntary or paid work which brings them into contact with children or vulnerable adults to get a certificate of 'Disclosure', which lists any criminal convictions they may have had. This will affect all our work with children and young people in the Yearly Meeting, both locally and nationally. Quaker Life Central Committee has been asked by MSC to take the necessary decisions and then report to Friends.

We have considered the information we have been given.

- a) We are happy to proceed on the basis of the paper we have been sent, understanding that much of the detail has yet to be clarified
- b) We wish to explore the possibility of joining with other churches to create an ecumenical umbrella body administered by the Methodist Church.
- c) We understand that suitable arrangements need to be made for England, Scotland and Wales. The legal systems and the church structures in each of the nations need to be taken into account. We ask those concerned to liase as appropriate with General Meeting for Scotland and the Meeting of Friends in Wales.
- d) We agree to set up a Reference group of three Friends, including a Friend appointed by Children and Young People's Committee, to work with staff and watch over the development of the whole system for the Yearly Meeting.

We ask Nominations Committee to bring names of two or three Friends, to a later session of this committee.

We send this minute to CYPC.

Deborah Rowlands
Clerk

Beth Allen
General Secretary Quaker Life

QUAKER LIFE CENTRAL COMMITTEE
held at Friends House
on 12th May 2001

2001/39 CRIMINAL RECORDS BUREAU – DISCLOSURE SERVICE

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We ask Nominations Committee to bring names of two or three Friends, to a later session of this committee.

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Deborah Rowlands
Clerk

**At a Meeting of
QUAKER LIFE CENTRAL COMMITTEE
held at Wistaston Hall Crewe.
8 – 10 February 2002**

2002/14 CRIMINAL RECORDS BUREAU

Minutes 2001/39 and 77(b) refer.

We have received a paper from Beth Allen about Britain Yearly Meeting's required response to the establishment by the Home Office of the Criminal Records Bureau (CRB). The CRB will enable bodies accepting the help of volunteers in work with children and young people, and vulnerable adults, to check on the criminal records of volunteers. The CRB will operate within England and Wales. We look forward to receiving information about the provisions in Scotland.

We note and welcome the establishment of the Churches' Agency for Safeguarding (CAS), on the initiative of the Methodist Church, and record our thanks to them. CAS acts as an umbrella body to bring together several Churches' to work with the CRB. Information has been received detailing the conditions which must be satisfied by a church wishing to join the agency. We agree to take the necessary steps to satisfy the conditions in order to confirm our membership, which we have already agreed in principle.

We note that the forms which the CRB will require volunteers to fill in must be authenticated by a "local designated person" who must confirm the identity of the applying volunteer. We suggest that monthly meetings should normally be the body to appoint the local designated person. We ask our clerk to work with Beth Allen to draw up a paper on the operational details for Meeting for Sufferings in March. We ask Meeting for Sufferings to endorse the necessary procedures.

We note that the Criminal Records Bureau has set up an entirely new service which will affect employment and volunteers in many areas of life, and that some aspects of its operation will develop and change. We expect to be kept informed of future developments.

We recognise that monthly meetings will require support and advice about the implementation of this service.

In May 2001 we set up a reference group "to work with staff to watch over the development of the whole system for the yearly meeting". We ask Children & Young People's Committee to appoint a Friend to serve on this group together with Colin Billett appointed by Central Committee. We note that Tasha Heny, also appointed, is no longer on Central Committee and ask Liz Eddington to serve in her place.

We forward this minute to Meeting for Sufferings, and ask Beth Allen to speak to it if required.

Deborah Rowlands
Clerk

**At a
Quaker Life Central Committee
held at Old Jordans, 15th – 16th June 2002**

2002/35

**MEETING SAFETY, CRIMINAL RECORDS BUREAU AND CHURCHES'
AGENCY FOR SAFEGUARDING**

Minutes 2001/82b, 2002/14, and CYPC minutes 2002/16 and 25 refer.

Deborah Rowlands, as clerk of Quaker Life Central Committee spoke about how meetings were responding to the publication: *Meeting Safety*, during the Meeting for Sufferings' report session at Yearly Meeting this year. She emphasised that this is an issue which concerns the whole of the life of the meeting. Although practical advice may be given by members of the Children and Young People' section at Friends House, the care of this work is the responsibility of central committee (See Meeting for Sufferings Minute 7 of 2 .12.95).

We have indicated (Minute 2001/82b) that Representative Council would be a good opportunity to encourage and monitor the use of *Meeting safety*. We have received CYPC minute 02/25 which states in part:

We are pleased to hear that Quaker Life Central Committee would like to monitor progress on the implementation of Meeting Safety through Representative Council and feel the October meeting would be an appropriate opportunity to do so. We think it would be very useful to give a brief update on the progress of the Churches' Agency for Safeguarding and the implications of the Criminal Records Bureau procedures for local meetings.

Deborah Rowlands has had an initial discussion about appropriate preparatory work and possible format of a short contribution to the Central Committee session at Representative Council. We ask Colin Billett and Liz Eddington (subject to consent) to take this matter forward in liaison with staff of Children and Young People's section, and look forward to a report at our December meeting.

Local meetings have been circulated with a Paper 02/06 – 14a from the Churches' Agency for Safeguarding, and although the process of implementing the procedures is behind schedule at the Home Office, it is now expected that Meeting for Sufferings will receive a briefing paper in July.

We also receive CYPC Minute 02/16(a), we note that Douglas Butterfield is appointed to represent CYPC on the small consultative panel to work with Beth Allen on the implications of the Criminal Records Bureau.

We send this minute to CYPC and the clerk of Representative Council.

Deborah Rowlands
Clerk

**At a Meeting for Sufferings
held in London
6 July 2002**

Minute 6: Criminal Records Bureau

Further to minute 5i, we have received a briefing paper (S 02/7/C) on the establishment and implementation of the Criminal Records Bureau in England and Wales, which has been introduced to us by Beth Allen, General Secretary of Quaker Communications. Minute 2002/14 of Quaker Life Central Committee refers. We

- confirm the requirement for a system of verifiers to work with Quaker Life in handling applications to the Churches Agency for Safeguarding from volunteers and prospective employees likely to work with or come into contact with children, young people or vulnerable adults.
- request each preparative or recognised meeting to appoint Verifiers for themselves and notify Quaker Life if these are not the clerk, co-clerks or conveners as listed in the Book of Meetings.
- request monthly and general meetings, Young Friends General Meeting and other meetings as appropriate to adopt the system of verification when required by their activities
- ask the Recording Clerk to prepare any necessary amendments to *Quaker faith & practice* to cover these procedures and to bring them to a future meeting before they are sent to Yearly Meeting for approval.
- ask Quaker Life to issue appropriate guidance and support to meetings and act as a point of reference.

We note that the Criminal Records Bureau is for England and Wales. We await developments in Scotland.

Roger Sturge
Clerk

**Quaker Life Central Committee
held at Quaker International Centre, London
on 29th – 30th November 2003**

2003/76 **CRIMINAL RECORDS BUREAU, OUR RESPONSIBILITIES**
Minutes 2001/39, 2002/14 and 35 refer

We receive minute 3 (a) from Meeting for Sufferings held in London 5th July 2003.

At a Meeting for Sufferings held in London, 5th July 2003

Minute 3: Minutes and correspondence

a) Disclosure – how we protect our children

We have received Minute 6 of Balby Monthly Meeting held 23rd March 2003 and Minute 2 of Balby Monthly Meeting held 12th June 2003 (paper S 03/07/mc i.a) on Criminal Records Bureau disclosures and asking that a group be set up to look at the effects of the legislation and make constructive proposals. We refer this to Quaker Life Central Committee for advice.

Roger Sturge, Clerk

We have also received papers from Colin Billett, Anne Hosking, Beth Allen (0309-16B and 0309-16C) and Deborah Rowlands (0311-09a), together with the minutes from Balby Monthly Meeting 0309-16A and a copy of Minute 6 from Meeting for Sufferings in July 2002 as a reminder of what Meeting for Sufferings has agreed and our own responsibilities.

We have been reminded of what has already happened and the support and guidance which is in place. When this committee set in motion the consultation leading to the procedures which we now have; we agreed to set up a reference group of three Friends to “watch over the development of the whole system for the Yearly Meeting”. The current reference group membership is Liz Eddington, Colin Billett (both QLCC), and Douglas Butterfield (appointed by Children & Young People’s Committee). The group has conducted a monitoring exercise (on Meeting Safety) at Representative Council in 2002, was consulted about the wording of the guidance on the Criminal Records Bureau (CRB) issued to Meetings as a supplement to Meeting Safety and about the terms of reference for the appeals and approvals groups, but it has worked in an ad hoc fashion largely by email.

Anne Hosking has now taken over staff responsibility for liaison with the Churches’ Agency for Safeguarding (CAS) from Beth Allen. We agree that there is an on-going need for a reference group (of 3-4 Friends) to work with Anne and other staff to consider how we should carry out our responsibilities to Meetings and facilitate consideration of the wider and deeper questions raised by Balby Monthly Meeting. It will be helpful to have one member of the group nominated by Children & Young People’s Committee.

Opportunities provided at a local level for people to air their worries, have an open discussion and share good practice will build trust amongst Friends. We hope that the series of regional gatherings which it was intended to offer in 2003, can be arranged during 2004. An article in The Friend and being available at Representative Council and at Friends House for Friends with queries are additional ways we can offer support. We know that we are not hearing from the many Friends and Meetings who are grateful for the clear guidance which has been given in Meeting Safety and the new Criminal Records Bureau Procedures Supplement to help them to offer a welcome to all who come to Meetings and residential events, knowing that appropriate safeguards have been put in place. We are grateful for the on-going advice and guidance offered by Children & Young People’s Section.

We now need some focussed proposals to put in place the support for the whole system which is our responsibility. We ask our General Secretary to take forward the following matters without delay:

1. Terms of Reference for an on-going CRB Reference Group

We can then appoint this group to work with Anne Hosking on these proposals and provide her with advice and support on policy relating to CRB matters.

2. Terms of Reference for CRB Approvals and Appeals Groups

(See Minute 2003/65). These remain pending and although Nominations Committee have done considerable preparatory work, no appointments can be made until the task and scope of the work is clear.

When these basic procedures are in place we will be ready to offer the advice requested by Meeting for Sufferings.

We have heard from our representatives that, in its discussion of the minutes from Balby Monthly Meeting, Meeting for Sufferings recognised that we need to allow time before making assessments of this new system. There was a feeling in Meeting for Sufferings in July that although implementation may be difficult especially in small meetings it is the welfare of children which must be paramount. Our Meetings should be faith communities where children, young people and adults can grow together and **all** are welcome and cared for.

We ask our Clerk to write to the Clerk of Meeting for Sufferings and the Recording Clerk telling them how we expect to proceed so that Balby Monthly Meeting can be reassured that we have taken the concerns they have expressed seriously.

We are grateful to them for raising these fundamental questions which have prompted us to give due consideration to the whole of our responsibility for this matter on behalf of Britain Yearly Meeting.

Deborah Rowlands
Clerk

**At a Meeting of Quaker Life Central Committee
held at Swarthmoor Hall
20 – 22 February 2004**

PART OF MINUTE 2004/14 CRIMINAL RECORDS BUREAU: OUR RESPONSIBILITIES

- a) Further to minute 03/76, draft terms of reference have been received for the Quaker Reference Group (Criminal Records), the Quaker Approvals Group (Criminal Records) and the Quaker Appeals Group (Criminal Records) - paper 0402-14 - and Michael Hutchinson has spoken to them.

We suggest a change to paragraph 2 of the Quaker Appeals Group (Criminal Records) to read “at least one other Friend in good standing not associated with Britain Yearly Meeting central structures”.

We accept the terms of reference for the Quaker Reference Group and the Quaker Approvals Group and recommend that terms of reference for the Quaker Appeals Group to Meeting for Sufferings for appointment. We ask our representatives on Meeting for Sufferings to speak to this if required.

We ask our Nominations Committee to bring to our June meeting names for any necessary nominations to the Quaker Reference Group and Quaker Approvals Group and to confirm the periods of service of those continuing.

We thank Liz Eddington, Colin Billett and Anne Hosking for their work on this issues on our behalf.

We forward this minute to Meeting for Sufferings.

Anne Ullathorne
Clerk

**At a Meeting for Sufferings
held in London
3 April 2004**

Minute 3: Minutes & Correspondence

o) Criminal Records Bureau: Our Responsibilities

We have received Minute 2004/14 a) of Quaker Life Central Committee held 20-22 February 2004 (paper S 04/04/ mc ii e) concerning our responsibilities in relation to the Criminal Records Bureau. We approve the establishment, terms of reference and composition of the proposed Quaker Appeals Group (Criminal Records). In the event that the clerk of Meeting for Sufferings is unavailable for a particular meeting of the Group, we agree that the assistant clerk should deputise, ex officio. We ask our Nominations Committee to bring in the names of one or more Friends to serve on the Group in addition to the ex officio members.

Caroline Nursey
Clerk

**At a Meeting of
Quaker Life Central Committee
held at Friends House, London - 26 – 27 June 2004**

2004/34 **CRIMINAL RECORDS BUREAU: OUR RESPONSIBILITIES**

Minutes 03/76 and 04/14 refer.

- a) Liz Eddington and Colin Billett have presented a draft report for Meeting for Sufferings (paper 0406-9a) which we have discussed.

By its minute 3 of 5 July 2003 Meeting for Sufferings forwarded to us Balby Monthly Meeting minutes 6 of 23 March 2003 and 2 of 12 June 2003 on Criminal Records Bureau disclosures and which asked that a group be set up to look at the effects of the legislation and make constructive proposals. We note that the Quaker Reference Group (Criminal Records) has been set up with terms of reference that include watching over the development, implementation and operation of the Britain Yearly Meeting system for disclosures and how to help Friends engage with the wider and deeper issues that may arise.

We thank the members of this group for their work, and the report, which we send to Meeting for Sufferings.

- b) We have received minute 30 of Meeting for Sufferings held 3 April 2004 and note their approval of the setting up of the Quaker Appeals Group (Criminal Records).
- c) We have received minute 1/03/04 of Northumbria Monthly Meeting held 13 March 2004, with supporting documentation and we ask the Quaker Reference Group (Criminal Records) to reply on our behalf.

Anne Ullathorne
Clerk

To: Meeting for Sufferings
Quaker Reference Group (Criminal Records)

**At a Meeting of
Quaker Life Central Committee
held at The Barn, Chelmsford
20 – 21 November 2004**

2004/71 **MINUTES AND CORRESPONDENCE FROM OTHER BODIES**

e) Criminal Records Bureau

We have had passed to us minute 142 from Bristol & Frenchay Monthly Meeting. We ask our general secretary to respond on our behalf and to refer to our Reference Group (Criminal Records) as necessary.

Anne Ullathorne
Clerk