



## **Religious Society of Friends (Quakers)**

### **Britain Yearly Meeting**

## **Safeguarding Policy agreed by the Trustees of Southern East Anglia Area Meeting**

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): Southern East Anglia Area Meeting

Address: Quaker Meeting House  
Church Street  
Colchester  
Essex  
CO1 1NF

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): Southern East Anglia Area Meeting (hereafter referred to as the Area Meeting), including its local meetings, its properties and its employees.

## **2 STATEMENT OF INTENT**

2.1 The Trustees of the Area Meeting, (hereafter referred to as the Trustees) recognise the importance of the ministry to, and work with, Children, Young People (up to eighteen) 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 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 the 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 file a copy of the policy and practice guidelines with CCPAS and Social Services/Work, and any amendments subsequently published.

3.5 The Trustees are committed to on-going safeguarding training for all relevant staff, volunteers and trustees and will regularly review the Area Meeting Safeguarding Procedures and Guidelines (hereafter “the Procedures and Guidelines”).

3.6 The Trustees also undertake to follow the principles found within guidance issued by the Home Office/Scottish Government and acknowledge 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

3.8 The Trustees undertake to ensure that a Safeguarding Officer and a Deputy Safeguarding Officer are appointed by the Area Meeting.

3.9 The Trustees, through the Trustee with responsibility for Safeguarding Policy, will ensure the Policy is brought to the attention of all the persons listed in Appendix 1 (with exception of person responsible for insurance and BYM named officers) and to Local Meeting Clerks.

## **4. KEY DEFINITIONS**

4.1 Sexual offender: someone who has committed sexual offences against either children or adults. Sexual offences include rape, indecent assault and indecent exposure, exposing children to pornography, and encouraging children to perform sexual acts on themselves, other children or the offender. They also include looking at images of children being abused or photographed in provocative poses.

For more information, see the CCPAS Help document "Sexual offenders and church attendance".

4.2 Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation. N.B. Refugees and asylum seekers are regarded as vulnerable adults; they may be at risk of adult abuse through exploitation or grooming or forced marriages.

4.3 Female Genital Mutilation (FGM) is now recognised as a form of abuse. Government guidelines state: "FGM is not an issue that can be decided on by personal preference -- it is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls." As with other aspects of safeguarding, we have a duty to report cases of FGM to the police.

Further guidance is available from [www.gov.uk](http://www.gov.uk)

## **5. RESPONDING TO ALLEGATIONS, OBSERVATIONS OR DISCLOSURE OF ABUSE, INCLUDING SEXUAL ABUSE**

5.1 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.

b) As appropriate, the relevant agency should be informed, e.g. Social Care Initial Response Team, or the police. In an emergency the police should be telephoned on 999. See Appendix 2 "How to Report Abuse".

c) Inform the appointed Safeguarding Coordinator of the concerns, who will then ensure necessary actions are taken (for contact see Appendix 1 of this document).

d) Concerns must be recorded and reported in accordance with the Procedures and Guidelines which have been created by members of the Area Meeting. As appropriate, convene a meeting of the Safeguarding Standing Committee (postholders listed in Appendix 1 and LM Clerk).

e) Suspicions must not be discussed with anyone other than those named in Appendix 1 to this policy. A complete record of the concerns should be made in accordance with the Procedures and Guidelines. The record should be kept in a secure place as detailed in them.

f) In the event of the matter being sexual abuse, the parents and guardians should not be informed. Otherwise, parents may only be informed of any matter with the agreement of the appropriate local authority or police force.

5.2 The role of the Safeguarding Officer/ Deputy Safeguarding Officer 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 Social Work Department or to the police. It is a Social Services/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 Trustee with responsibility for Safeguarding and to the officer with responsibility for the Area Meeting's insurance. These individuals should decide if and when information should be passed to the Area Meeting's insurers and to the Charity Commission.

b) The current post holders are listed in Appendix 1 of this policy, which will be kept up-to-date without the need to re-adopt this policy.

c) The Trustees will support the Safeguarding Officer / Deputy Safeguarding Officer 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.

5.3 Although the Trustees hope that Friends and Attenders will follow this policy and use the Procedures and Guidelines, any Friend with a relevant concern, or who is concerned that the policy is not being implemented, could convene a meeting of the Standing Committee. It is, of course, the right of any individual to make a direct referral to statutory safeguarding or child protection agencies

5.4 An individual who feels that the Safeguarding Officer or the Deputy Safeguarding Officer has not responded appropriately, or who has a disagreement with the Safeguarding Officer or the Deputy Safeguarding Officer 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.

## **6 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 current government guidelines, CCPAS guidance and our own Procedures and Guidelines.

6.1 DBS (Disclosure and Barring Service) Those appointed to the Children and Young People's Committee are required to have an up-to-date DBS certificate.

6.2 Refugees and asylum seekers. Some Friends are acting as "befrienders" for Syrian refugees and asylum seekers, by arrangement with the local refugee support agency Fresh Beginnings. As identified in 4.3 above, refugees and asylum seekers are regarded as vulnerable adults. Befrienders who meet individually with refugees are required to have an up-to-date DBS certificate, which can be undertaken either through SEAQM or the relevant Refugee Agency.

## **7 SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES**

The Trustees will provide on request details of how the policy is applied to activities arranged for Children, Young People and Vulnerable Adults within the Area Meeting. For further information, see Quakers in Britain, Children and Young People:

<https://www.quaker.org.uk/children-and-young-people/work-quaker-setting/policies-procedures#heading-1>

## **8 SUPPORT FOR THOSE AFFECTED BY ABUSE**

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

## **9 WORKING WITH OFFENDERS**

9.1 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, in consultation with the appropriate authorities, which s/he will be expected to keep. There may be events where such a person's attendance will be deemed to be inappropriate.

9.2 If an employee of the Area Meeting is known to have abused Children, Young People or Vulnerable Adults, the Trustees, together with the Area Meeting Clerk and the appropriate authorities, 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 ensure a risk assessment of that individual is undertaken and 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 or undertake. In the case of activities being 'regulated' or where contact with children is expected, it is the Trustees responsibility to ensure that the individual does not continue to be employed in such a role (as this could potentially be a criminal offence) and caution should be taken to avoid the potential for any abuse of positions of trust held by such individuals.

## **10 PROCEDURES AND GUIDELINES**

These procedures and guidelines are a guide to good practice; we are likely to learn from experience and we can also call upon Friends House for support, e.g. Quaker Life (Michael Booth), Media queries/Press officer (Anne Staveren). These guidelines cannot address all possible scenarios, and are offered as a basic guide.

**a) Safeguarding training.** Ensure that persons in the following roles are informed of the AM Safeguarding Policy, and know the procedures for reporting abuse: Trustees, Clerks, Elders, Overseers, Children and Young People's Committee and any Friend with a pastoral care role in the Meeting.

Responsibility rests with Trustees. The Trustee with responsibility for safeguarding issues will ensure that an up-to-date policy is on the AM website, and that the importance of safeguarding is communicated to the clerks of the committees listed above. Safeguarding and awareness of the AM Safeguarding Policy will be included in the induction of newly appointed role-holders listed above.

**b) Standing Committee.** This is a committee of ex-officio Friends who can be convened urgently, as required. The committee includes the post-holders as listed in Appendix 1 (except the Friend responsible for insurance) and also AM Clerk, Meeting House Manager and Caretaker (where relevant). All need to have DBS certificates and to be familiar with SEAQM Safeguarding Policy.

The Standing Committee should be convened when an offence is committed or a disclosure made about inappropriate behaviour, or when an offender moves into the area and wishes to attend Meeting for Worship.

b) "How to Report Abuse" (Appendix 2) provides clear steps of what to do when an offence is committed or a disclosure is made about inappropriate behaviour.

c) "Abuse recording form" (Appendix 3) is provided to keep a record of the safeguarding incident.

**c) Keeping records of safeguarding incidents.** Records are confidential and need to be kept safely and securely. In keeping with the Goddard enquiry into Child Sexual Abuse, we will keep records and notes that relate to any safeguarding or child protection issue, no matter how old they are.

When an offender is known to have moved into an area or wishes to attend a Meeting, a member of the Standing Committee needs to ask any previously attended Meetings for information, if anything is known.

If a known offender moves away from our Meeting to another Area, the AM Clerk or Safeguarding Coordinator of that Area should be notified.

**d) Guidelines when an allegation is made by one Friend against another; the following procedures may be helpful:**

- Consult the Safeguarding Officer at Friends House, initially and regularly, as to how to proceed; if appropriate, make use of this AM Safeguarding Policy;
- **If urgent advice or support is required the [31:8 helpline](#) is in place for meetings and for anyone wishing to report a concern. Helpline: 0303 003 1111 (option 2).**

The helpline is operated by a multi-disciplinary team of safeguarding professionals during office hours (Mon-Fri 9.00am to 5.00pm).

**Outside of office hours** (Mon-Fri 5.00pm to 9.00am and weekends) the helpline is operated by a member of the 31:8 Safeguarding Team taking any calls that are urgent and that cannot wait until the next working day.

Check with both parties that they are aware of and understand our AM Safeguarding Policy and procedures.

- Discuss with both parties their expectations of the Safeguarding process and its outcomes; if the Safeguarding Coordinator deems that these expectations cannot be met, consult with Friends House once again and consider referring the matter to an outside agency;



- If relevant and acceptable to those involved include partners of both parties at an early stage, so that they know both sides of the story.
- If meetings are held with either party, minute any agreed steps and obtain agreement of the minutes from all present. Keep both parties informed of developments in writing.

**e) Procedures when an offender moves into the area and wishes to attend Meeting for Worship**

Our primary responsibility is to safeguard the children and vulnerable adults who come to the Meeting House. It is *not* our responsibility to provide a therapeutic place for an offender, or to take on custodial responsibility for his/her behaviour while at the Meeting House. If we are able to offer any support, it must be on our terms, of what we might reasonably provide, ensuring that such terms are agreed by following our time-tested processes of discernment, within the Standing Committee and/or in consultation with other relevant parties. It does not, in fact, help an offender if we are too quick to offer support that we cannot sustain. Not only does this mean that we could be creating the conditions in which s/he could re-offend, but we are jeopardizing the safety of our children and vulnerable adults, which includes *any* children and vulnerable adults who come into the Meeting House.

**The following procedures should be taken:**

- i) Contact the police. It is essential to consult with the police and find out the officer responsible for the offender.
- ii) Explore what support the offender is getting. Is the offender participating in a Circle of Support?
- iii) Where appropriate, invite the relevant police officer to attend a meeting with the Standing Committee, to decide on next steps.
- iv) Minutes of any such meetings should be kept and included with the confidential file.
- v) It may be appropriate for the offender to attend a MfW where children do not attend. The LM Clerk/Clerk of Overseers should be informed and included in further discussions and meetings.
- vi) It may be advisable to confront the "worst-case scenario" of the offender re-offending.

**f) Boundaries for an offender wishing to attend MfW** Behavioural boundaries need to be put in place. These should help the offender feel secure and less at risk of false accusations. Most importantly, these boundaries will serve to protect children and young people who attend Meeting activities.

- An offender should not be permitted to get close to children (either physically or emotionally)
- He or she should not sit in the vicinity of children at Meeting or attend meetings held in Friends' homes where there are children in the home.
- An offender should never be allowed to work with children and young people.

- They should not hold positions of leadership or responsibility where seen by children with the Meeting because a child is likely to regard them as someone they can trust.
- They should not undertake any activity where they might be seen as in a position of trust, e.g. greeting people, giving a reading, leading a study group, because a child or vulnerable adult is likely to regard them as someone they can trust.

**g) Contract with offender.** It may be appropriate to draw up a contract, in consultation with the police, to which the offender commits. However, we need to recognise that naming a small group of Friends as his local circle of support places a burden on those Friends which could be onerous and unsustainable. Before a contract is agreed, proper discernment needs to be reached about who should be informed about him - Elders and Overseers/CYPC/Parents/Relief wardens/ LM as a whole.

If a contract is drafted, it should have a relatively short time-frame, and then be subject to review.

**h) Media interest and reporting**

Seek support, where appropriate, for handling media interest, from Quaker Life and the Press Officer at Friends House. The Press Officer can help with drafting an appropriate response to media queries.

## **11 REVIEWING OF POLICY**

This policy will be reviewed annually and approved by Trustees. AM to be informed in the Trustees Annual Report or at some other time during the year.

## **12 APPROVAL**

Approved at a meeting of the Trustees of Southern East Anglia Area Meeting held

on \_\_\_\_\_

at \_\_\_\_\_

by minute \_\_\_\_\_

\_\_\_\_\_ Clerk to the Trustees

## **Appendix 1**

### **Current post holders as at 22/08/2016**

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

<b>Post</b>	<b>Name</b>	<b>Phone no.</b>	<b>Email</b>
<b>Safeguarding Officer</b>	Ecky Prolingheuer	012067 28093; 079620 75892	<a href="mailto:eprolingheuer@googlemail.com">eprolingheuer@googlemail.com</a>
<b>Deputy Safeguarding Officer</b>	Pam Harris	0793198 9261	<a href="mailto:pam.harris7@virginmedia.com">pam.harris7@virginmedia.com</a>
<b>Member o. AM clerk team</b>	Hazel Jones	0125555 1202; 0794661 7601	<a href="mailto:hazel.jones1@btinternet.com">hazel.jones1@btinternet.com</a>
<b>Trustee with responsibility for Safeguarding Policy</b>	Ecky Prolingheuer	079620 758912	<a href="mailto:eprolingheuer@googlemail.com">eprolingheuer@googlemail.com</a>
<b>Convenors to Children and Young People's Committee</b>	Ian Brown	01206 577250	<a href="mailto:fourbrowns4@btinternet.com">fourbrowns4@btinternet.com</a>
<b>Responsibility for insurance</b>	Liz Proctor	0125585 0816; 0794666 8060	<a href="mailto:liz.prockter@gmail.com">liz.prockter@gmail.com</a>
<b>BYM Quaker Life</b>	Oliver Waterhouse	020 7663 1023	<a href="mailto:oliverw@quaker.org.uk">oliverw@quaker.org.uk</a>

## APPENDIX 2

### HOW TO REPORT ABUSE – Suspected or Actual Abuse

1

You find out a vulnerable person is being/has been abused, or you have been told or think that they are being/have been abused.

2

1. Assess the situation: is the person in immediate danger or in need of emergency treatment? If yes: call 999 (Ambulance Service)
2. Is this a Police matter? If yes: in case of emergency call 999 (non-emergency 101) and preserve any evidence.
3. Record the details of the abuse (see Appendix 3)
4. Report directly to Safeguarding Lead (Appendix 1) or via your local Meeting clerk

3

Where Abuse is suspected:

If you can: preserve evidence.

Write a detailed incident or disclosure report and pass to the Safeguarding Lead.

Safeguarding Lead will:

- Refer case to the Police (101 or 999, depending on emergency).
- Complete a referral form and e-mail to Essex Social Care at [essexsocialcare@essex.GCSX.gov.uk](mailto:essexsocialcare@essex.GCSX.gov.uk), or **phone: 0345 603 7630**

*Referrals should only be done by the Safeguarding Leads.*

4

If no further action is required under the Safeguarding Practice Guidance and Procedures:

- Ensure the incident is logged in the Safeguarding Logbook.
- Advise a member of the Safeguarding Team; they will advise further action if appropriate.
- Consider whether there are other options to manage the situation or risk.

### **APPENDIX 3**

#### **Abuse recording form**

*Please use this form to record information about the abuse and pass to your Safeguarding Lead. Use a 2<sup>nd</sup> sheet if further information is required.*

1. What is the nature and extend of the abuse? (Has the abuse caused injury to the person or property? Was it intentional?)	
2. How long has it been occurring?	
3. What is the impact on the person and/or their carers/family? (How have the persons involved been affected by the abuse?)	
4. What is the risk of repeated of increasingly serious acts for this or other vulnerable adults? Is there a need for a place of safety?	
5. Are there any special issues t.b. considered, e.g. communication or mental/physical capacity concerns?	
6. Is the perpetrator him/herself a vulnerable adult? If so, what actions are needed to support and protect him/her as well?	
7. Has a criminal offence taken place?	