



# Safeguarding Policy & Procedures

(see also separate Appendices)

## Quakers in Yorkshire

Agreed by QIY Trustees on	19 June 2021
Minute number	QYT-2021-06-05. Safeguarding
Signed	<i>David Olver</i>
Name signed by (Clerk of Trustees)	David Olver
Date for next annual review by Trustees	June 2022
The role-holder responsible for starting the next review	Ruth McTighe and Liz Schweiger

### Quick reference

Summary to hand out:	Section 1
What to do if there is a disclosure or allegation of abuse:	Section 5
Key contacts:	Section 2.3

# Contents

<b>1</b>	<b>Summary of Safeguarding Policy &amp; Procedures</b>	<b>1</b>
<b>2</b>	<b>Introduction and Key Information</b>	<b>5</b>
2.1	Who we are - our organisation:	5
2.2	Who we are - our local meetings:	5
2.3	Key Contacts	6
2.4	What we do: Summary of activities with children, young people and adults	7
2.5	Appointments and Responsibilities	7
2.6	Children, Young People and Adults – Definitions	7
2.7	Our commitment	8
<b>3</b>	<b>Prevention</b>	<b>8</b>
3.1	Understanding abuse and neglect	8
3.2	Detailed definitions, and signs and indicators of abuse	9
3.3	Safer recruitment	9
3.4	Safeguarding awareness, learning and training	11
<b>4</b>	<b>Practice Guidelines</b>	<b>13</b>
4.1	Practice Guidelines	13
4.2	Working in partnership	14
4.3	Communication	14
<b>5</b>	<b>Responding to concerns or allegations of abuse</b>	<b>15</b>
5.1	The 5Rs of Responding	15
5.2	Immediate next steps	16
5.3	Do not investigate	16
5.4	How to report a concern or allegation	16
5.5	Raising concerns direct with the statutory authorities	17
5.6	Sharing information	17
5.7	Limitations to sharing information	18
5.8	Storing and Retaining Records	18
5.9	Detailed procedures in respect of children and adults	18
<b>6</b>	<b>Pastoral care and working with those who may pose a risk</b>	<b>21</b>
6.1	Supporting those affected by abuse	21
6.2	Working with offenders and those who may pose a risk	21
<b>7</b>	<b>Annual Review</b>	<b>22</b>
<b>8</b>	<b>List of Appendices</b>	<b>23</b>

# 1 Summary of Safeguarding Policy & Procedures

This is a summary of Quakers in Yorkshire's Safeguarding Policy and Procedures. It covers the activities of Quakers in Yorkshire but not of the constituent local and area meetings. The full version is available from the QIY clerks and on the QIY website.

Abuse is unacceptable. Everyone has a right to participate in Quaker communities without suffering harm. We are committed to keeping everyone safe. Particular attention should be given to the safety of children and vulnerable adults.

Quakers recognise that of God in everyone. All children, young people and adults deserve respect, value and appropriate care. Our care extends to people who are potentially vulnerable to abuse, and to those who may be perpetrators. We recognise abuse can include physical, sexual and emotional abuse, neglect, and other forms.

Quakers may be open to risks because we foster a culture of welcome and trust for everyone. Very often an abuser is known or in a trusted relationship with the child or adult. Abuse can be hidden and manipulative.

## **Responsibilities**

We all have a responsibility for safeguarding our children, young people, and adults at risk. Ultimately, trustees hold responsibility on behalf of the area meeting. One trustee is appointed as Quakers in Yorkshire (QIY) Safeguarding Coordinator and to act on behalf of QIY in dealing with an allegation or suspicion of abuse or neglect. This includes liaising with statutory agencies which have the legal duty to investigate. Contact details for the Safeguarding Coordinators are on the poster displayed at all meetings and events, and on the next page. The main policy contains more contact details.

## **Safer Recruitment, Training and Good Practice**

We recognise we need to follow national and local safeguarding legislation and procedures, as this reduces risks. The following roles will be appointed, trained, supported and monitored in accordance with government guidance on safer recruitment: volunteers and employees who work with children and young people or adults at risk; overseers or those with oversight responsibility (pastoral care); trustees; safeguarding Coordinators and Deputies; advocates for children and young people's work. For these roles, as well as our spirit-led Quaker nominations process, we have role descriptions, personal details forms and self-declarations, discussions about safeguarding, references, criminal record checks (DBS) where the role is eligible, and a probationary period. Sometimes we do need to turn people down if they are not suitable. However, our processes need not be daunting, when done with care.

Everyone in those roles will have a safeguarding induction, some training and refreshers, and agree to the Code of Conduct. In addition, our clerks, elders,

nominations committees, and staff with other roles, will have a safeguarding induction: and will be encouraged to have training.

We ask everyone involved in Quaker activities to be familiar with our general Code of Conduct, our good practice guidelines, and any specific safeguarding arrangements for the local meeting (recorded in an appendix to the Policy). When we need to, we use the online Safeguarding Manual from Thirtyone:eight, the specialist safeguarding organisation that supports Quakers. They have a 24-hour helpline: 0303 003 1111.

We will arrange opportunities to raise awareness throughout QIY of safeguarding issues in its activities, and with children, young people and adults at risk.

### **Procedure for responding to concerns or allegations of abuse**

The 5Rs are a useful reminder: Receive, Reassure, Recognise, Respond and Refer. Listen well. Make sure the child or adult involved is safe at the present time. If you think someone is in immediate danger, do not delay – call the police on 999 straight away. Make a written record of what you have been told, and who told you, ideally using the form in the Policy appendices. Sign it, with your name, date and time, and keep it safely with your notes. Under no circumstances should a volunteer role-holder or employee carry out their own investigation into an allegation or suspicion of abuse. This could increase the potential harm to the person at risk, and prejudice any investigation. Report concerns as soon as possible and within 24 hours directly to the:

QIY Safeguarding Coordinator:

Ruth McTighe. tel: 01226 208947 / 07763492371  
email: [safeguarding@quakersinyorkshire.org.uk](mailto:safeguarding@quakersinyorkshire.org.uk)

QIY Deputy Safeguarding Co-ordinator:

Liz Schweiger. tel: 0113 440 0736 / 07985375444  
email: [safeguarding@quakersinyorkshire.org.uk](mailto:safeguarding@quakersinyorkshire.org.uk)

They will collate and clarify information, record it and pass it to statutory agencies who have the legal duty to investigate where appropriate. If you (the person raising the concern) are clear the matter needs to be reported to Children's/Adults' Services or the Police, then you should raise the concern directly, and then inform the QIY Safeguarding Coordinator.

If another Quaker is contacted first (such as an Overseer or an Elder) then either you or the other Quaker must contact the QIY Safeguarding Coordinator as soon as possible to make the report.

If the Safeguarding Coordinator is not available, or if the suspicions in any way involve them, then report to a Deputy Safeguarding Coordinator. If there is no Deputy, or if they are not available or are involved, use Thirtyone:eight's helpline 0303 003 1111. All

contact details are in section 2.3 of the Policy. Then inform the QIY Safeguarding Coordinator (unless involved). Suspicions must not be discussed with anyone other than those nominated above.

### **Pastoral care and working with those who may pose a risk**

As far as possible we will help all those who have been affected by abuse who have contact with or are part of QIY to access pastoral care and support - working with statutory agencies as appropriate. QIY itself is a worshipping community, not a professional safeguarding agency, and cannot provide professional care or support. If an incident happens within the Quaker community, the Safeguarding Coordinator will make sure that arrangements are made to support everyone affected, and liaise with outside organisations. We need to bear in mind that there may be people involved with the meeting who are survivors or victims of past abuse.

When someone attending QIY activities is known to have abused others, or is under investigation, or is known to be a risk to children or vulnerable adults, QIY will supervise the person and offer pastoral care. Arrangements will be put in place to protect children, young people, and adults at risk. This will include supervision and setting boundaries for that person in the form of a contract, which they will be expected to keep. Such a person should not work with children, young people or adults at risk, or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. This is the responsibility of the QIY Safeguarding Coordinator, working with other role-holders as appropriate.

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and vulnerable adults given priority over subjective opinions or concerns about upsetting the person posing the risk. Think "What if...?" and contact Thirtyone:eight or the BYM Safeguarding Officer if in any doubt about the action to be taken.

The Safeguarding Co-ordinator will inform other trustees. Seeking advice from outside the meeting can be very helpful, from Thirtyone:eight or Britain Yearly Meeting's Safeguarding Officer.

Caution should be taken to avoid the potential for any abuse of positions of trust held by such individuals. Specifically, QIY nominations committee will need to consider seriously what roles such a person should be appointed to that might pose a risk.

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Overseers of their own Area Meeting may need to support them.

### **Review**

Annually, Quakers in Yorkshire's safeguarding practice will be reviewed by the QIY Clerk(s), the convenor of the Under 19s Co-ordinating Committee, and the Safeguarding Co-ordinator and deputy/ies. They will report on this in the Annual Safeguarding Report to QIY Trustees, using a form which asks key questions about practice in the meeting, and provides assurance to trustees. Trustees will consider and review the Policy and Procedures, and actual practice, based on the report and any updates from Britain Yearly Meeting and Thirtyone:eight. There will be a more comprehensive review every three years.

## 2 Introduction and Key Information

### 2.1 Who we are - our organisation:

**Name:** Quakers in Yorkshire

Key Contacts:	Section 2.3 has contact details for role holders & organisations.  Do not use the details in this section for specific safeguarding concerns.
Address:	10 Daleside Road, Riddlesden, Keighley. BD20 5ES
Email:	<a href="mailto:safeguarding@quakersinyorkshire.org.uk">safeguarding@quakersinyorkshire.org.uk</a>
Phone:	01535 605412
Website:	<a href="http://www.quakersinyorkshire.org.uk">www.quakersinyorkshire.org.uk</a>
Charity No:	1139514
Company No:	Not applicable
Denomination:	Quakers in Yorkshire is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers). See: <a href="http://www.quaker.org.uk/our-organisation/safeguarding">www.quaker.org.uk/our-organisation/safeguarding</a>
Regulators:	The Charity Commission
Insurance company:	ANSVAR

### 2.2 Who we are - our area meetings:

Quakers in Yorkshire is made up of the following area meetings:

Brighouse and West Yorkshire

Central Yorkshire

Craven and Keighley

Leeds

Pickering and Hull

Sheffield and Balby

York

Quakers in Yorkshire is only responsible for safeguarding in relation to activities directly provided by itself, and not for those provided by local or area meetings.

## 2.3 Key Contacts

Role/Organisation	Name	Phone	Email
QIY Safeguarding Coordinator	Ruth McTighe	01226 208947 07763 492371	<a href="mailto:smctighe@cix.co.uk">smctighe@cix.co.uk</a>
Deputy QIY Safeguarding Coordinator	Liz Schweiger	0113 440 0736 07985375444	<a href="mailto:liz.schweiger@phoncoop.co.uk">liz.schweiger@phoncoop.co.uk</a>
Clerk of QIY Trustees	David Olver	01535 605412	<a href="mailto:david@olver.plus.com">david@olver.plus.com</a>
Keyholders for safeguarding records:			
• QIY	Robert Keeble	07484 257639	<a href="mailto:robertkeeble@hotmail.com">robertkeeble@hotmail.com</a>
• Easter Settlement	Pauline Leonard Robert Keeble	01113 278 6531 07484 257639	<a href="mailto:pauline@paulineleonard.plus.com">pauline@paulineleonard.plus.com</a> <a href="mailto:robertkeeble@hotmail.com">robertkeeble@hotmail.com</a>
• Young Friends Holiday School	Emily Clark  Matthew Moore	07731 982589  07941008208	<a href="mailto:yfhssecretary@gmail.com">yfhssecretary@gmail.com</a>  <a href="mailto:mattcdmoore13@gmail.com">mattcdmoore13@gmail.com</a>
• Junior Holidays	Bronwen Alty	01924 372534	<a href="mailto:bronwenalty@gmail.com">bronwenalty@gmail.com</a>
Thirtyone:eight - specialist safeguarding advice for Quakers	Helpline	0303 003 1111 Mon-Fri 9am-5pm plus out of hours for urgent calls	<a href="mailto:helpline@thirtyoneeight.org">helpline@thirtyoneeight.org</a>
Britain Yearly Meeting Safeguarding Officer – general support	Ask for the Safeguarding Officer	020 7663 1103 Office hours	<a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a>
Local Authority Safeguarding Children	The co-ordinator of the specific event will ascertain the details of the relevant local authority		
Local Authority Safeguarding Adults	The co-ordinator of the specific event will ascertain the details of the relevant local authority		
NSPCC	Helpline	0808 800 5000	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Police	Emergencies	999	
	Non-emergencies	101	

Note: Factual updates to Sections 2.1 to 2.4 can be agreed by the Clerk of Trustees, without reference to the Trustees or Quakers in Yorkshire.



## 2.4 What we do: Summary of activities with children, young people and adults

This section describes the situations covered by this policy. Any specific arrangements for each meeting or event are shown in the toolkit section D.

We undertake:

- a) Meetings for Worship open to the public (not currently undertaken)
- b) Social, learning and outreach activities and events
- c) Pastoral care
- d) **Children and Young People's Meetings** are held occasionally at the QIY quarterly meeting. They are run by adult volunteers from the meeting. Parents/guardians typically meet in worship elsewhere in the building, although they are not always required to remain on the premises.
- e) **Special events and trips out** are occasionally held for children, young people and adults. These may include sleeping overnight.
- f) **Residential Events** are occasionally organised for adults and children. These include Easter Settlement, Young Friends Holiday School, and Junior Holidays.
- g) Some meetings for both children and adults may be held by **video-conferencing**
- h) **Care of adults** We do not usually arrange anything which is designated a "Regulated Activity" in relation to an adult, such as providing personal care or regular support with activities that an adult is unable to manage independently, such as financial affairs. The meeting does not expect those who provide pastoral care ("Overseers"), or other volunteers acting on behalf of the meeting, to provide such regulated activities.

## 2.5 Appointments and Responsibilities

Safeguarding is everyone's responsibility.

Trustees are appointed by QIY and hold ultimate responsibility for safeguarding on its behalf. One Trustee is appointed to act as QIY Safeguarding Co-ordinator (Lead Trustee for Safeguarding). One or more Deputy QIY Safeguarding Coordinators (who do not need to be trustees) may be appointed. The specific responsibilities of these roles and others in QIY are set out in the Toolkit section A.

Once an incident has been appropriately recorded and reported, the responsibility to investigate alerts or reports lies with statutory agencies, not with Quakers.

## 2.6 Children, Young People and Adults – Definitions

We use "children and young people" to mean anyone aged under 18, and this is interchangeable with "child" throughout the policy and procedures.

We use "adults at risk" throughout this document, as used in government guidance. This includes "adults with care and support needs", the term used in the Care Act 2014, and "vulnerable adults" used previously. Section 5.9.3 provides more guidance.

## **2.7 Our commitment**

Abuse is unacceptable. Everyone, including children and vulnerable adults, have a right to participate in Quaker communities without suffering harm. We are committed to keeping everyone safe.

Quakers recognise there is that of God in everyone. All children, young people and adults deserve respect, value and appropriate care. Our care extends to those who are potentially vulnerable to abuse, and to those who may be perpetrators.

We recognise that children, young people and adults can be the victims of physical, sexual and emotional abuse, neglect and other forms of abuse.

We are aware that Quakers may be open to the risk of abusive behaviour because we foster a culture of welcome and trust for everyone. Very often an abuser is known or in a trusted relationship with the child or adult. Abuse can be hidden and manipulative.

We have therefore adopted the policy and procedures in this document in accordance with statutory guidance. They are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight, adapted to the Quaker context.

Quakers in Yorkshire is committed to:

- Promoting a safer environment and culture
- Using good practice procedures and guidelines, following national legislation and regulations, and inter-agency procedures
- Safely recruiting, training and supporting all those with any responsibility related to children, young people and adults at risk
- Supporting our Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect children, young people, and adults at risk
- Practising effective risk-management in response to those that may pose a present risk to others
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and others affected.

## **3 Prevention**

### **3.1 Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our meetings, we adhere to the following UN Conventions in respect of children and adults as our starting point regarding definitions of abuse:

**UN Convention on the Rights of the Child, Article 19:**

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

**UN Universal Declaration of Human Rights** (which relates to adults and children) with particular reference to Article 5:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

### **3.2 Detailed definitions, and signs and indicators of abuse**

Detailed definitions, and signs and indicators, for children and adults are in the Toolkit, section B.

In summary, these include the following:

**Child abuse includes:** physical abuse, sexual abuse, emotional abuse, grooming, neglect, child sexual exploitation, and extremism.

**Adult abuse includes:** physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission, and self-neglect.

### **3.3 Safer recruitment**

QIY will follow established good practice in safer recruitment for volunteers and staff. (The term 'worker' is used in this document to refer to staff and volunteers.) This aspect of prevention is used by all organisations with reliable safeguarding arrangements, to reduce risks of abuse.

We will use the good practice set out below in a way which is complementary with our Quaker spirit-led practice in nominating and making appointments. Appointments can be made 'subject to completion of the safer recruitment procedure'.

Meetings and their nominations committees need to carefully consider the suitability of an individual for certain roles. Special care should be taken when considering the

nomination of someone who has recently joined the meeting. A waiting period of six months may normally be appropriate, unless they were well established in their previous meeting and come with suitable references. Because QIY may not have any direct knowledge of a person nominated, QIY nominations committee is responsible for ensuring their appointment would be appropriate.

Everyone in the following roles will be appointed, trained, supported and monitored in accordance with government guidance on safer recruitment; DBS checks will be carried out for eligible roles:

- those who work with children and young people, or adults at risk, whether volunteers or employees
- trustees
- safeguarding coordinators and deputies
- advocates for children and young people's work
- overseers or those with oversight responsibility (pastoral care)

For details of which of these roles need DBS checks and to what levels see paragraph e below.

**For all the above roles** (workers) this includes ensuring that:

- a. Each role has a role description**, so it is clear what is expected. For employees this will be a job description and person specification.
- b. Everyone will complete a personal details form** (or an application form) plus a self-declaration form (see Toolkit section C). If volunteers complete these forms after appointment, the forms must still be followed through with references etc. as below, before the role is commenced.
- c. Everyone appointed will be interviewed, during which safeguarding is discussed.** For voluntary roles this can be a conversation about their suitability for the role, which covers relevant experience, motivation, and situations which might occur, plus willingness to learn more about safeguarding.
- d. Written references will be obtained**, and followed up where appropriate. When an individual has recently joined a meeting, seeking a reference from their previous meeting, or equivalent, is advisable. See Toolkit section C for a reference form and a model reference letter.
- e. A disclosure and barring service (DBS) check will be completed for those roles which require it and are eligible.** Enough members and attenders should have DBS clearance to ensure a sufficient pool of potential volunteers at activities. **We encourage volunteers to join the DBS Update Service**, and give consent for QIY to access their DBS certificate, as this reduces repeating the checks (Toolkit section C). QIY will comply with the DBS Code of Practice requirements concerning the fair treatment of applicants and the handling of information. As procedures and eligibility for undertaking DBS checks change

frequently, please refer to the Britain Yearly Meeting website for more information: <https://www.quaker.org.uk/dbs-checks>

- f. **When a role-holder or employee has been checked by the DBS and cleared** to work with children and young people or adults, a minute of the relevant local business meeting will be made to record this fact. This ensures that the meeting, including those organising activities involving children and vulnerable adults, and nominations bodies, can keep a record of all approved volunteers. The record will also ensure that the meeting knows when to re-check, normally every three years
- g. **If an applicant is applying from outside the UK or has recently been living in another country**, background checks (certificates of good conduct) and references from the home country/previous country of residence will be obtained.
- h. Qualifications will be verified where relevant (normally only needed for staff).
- i. Each worker will be given a summary of the organisation's safeguarding policy and will know how to report concerns.
- j. Each worker will agree to abide by the code of conduct (toolkit section C).
- k. Each worker will have a suitable training programme (See Section 3.4.3)
- l. **A probationary period** will be implemented, to allow for any issues to be addressed as they arise. The appointment should only be confirmed following a discussion before the end of the probationary period. If there are concerns, the probationary period could be extended, or it could be decided not to go ahead with the appointment.

Only at the end of the process above should the applicant be approved to work with children and young people and adults at risk. Meetings should be prepared to turn down people if they are not suitable. This can include after their appointment. Safer recruitment processes should not be daunting - they complement Spirit-led appointment, helping meetings find the most suitable Friends to serve.

### **3.4 Safeguarding awareness, learning and training**

#### **3.4.1 Overall**

QIY is committed to providing learning and training opportunities for all workers (including volunteers), and developing a culture of awareness of safeguarding, to help protect everyone. It is good practice to develop a consistent approach to induction and training for all volunteers and staff.

Budgets will be set aside at QIY, area and/or local meeting level to cover these costs.

#### **3.4.2 Safeguarding Induction**

A safeguarding induction will be given to all role-holders listed in section 3.4.3. This should be before they start their role, if the role is shown in italics. Otherwise it should be shortly after they commence. Induction includes:

- to understand what abuse is, and be able to recognise the signs
- the overall framework of responsibility, communication and support in the local and area meeting
- who is leading and organising the activities
- the safeguarding practice set out in this policy (Section 4)
- any local arrangements in place (toolkit section D)
- how to respond to a disclosure (Section 5)
- how to raise an alert about a concern (Section 5)
- receiving a summary of this policy (Section 1)
- being asked to read the full policy (emailed, on paper or online)
- signing the code of conduct (toolkit section C).
- receiving login details for the Thirtyone:eight website members' area, so they can access more guidance there if needed.

### 3.4.3 Safeguarding Training

Training may need to cover both children & young people and adults, depending on the role undertaken. It could be:

- an online course
- a session for QIY, or a local or area meeting
- a session run by Thirtyone:eight or another training provider
- a session with another church
- inter-agency training by a Local Safeguarding Children's Board or Local Adult Protection Board
- suitable training provided in other settings, such as at work or volunteering elsewhere

The following roles will have safeguarding training, refreshed at least every 3 years:

- *All volunteers and staff who work with children and young people*
- *Overseers (pastoral care)*
- *Elders*

The following roles will have safeguarding training with elements tailored to their role, refreshed at least every 3 years:

- *Safeguarding Coordinator*
- *Deputy Safeguarding Coordinator*
- *Clerk of Trustees*
- *All Trustees*

For the following roles, safeguarding training and refreshers are beneficial, not essential:

- QIY clerk(s)
- Nominations committee member

### 3.4.4 Information Poster, Policy Availability and Awareness

Each QIY event will display the poster in toolkit section A so it can be easily seen by children, young people and adults. If necessary, there will be two posters at different heights or in different rooms. This gives everyone a clear message about who to contact, and that safeguarding is important in the meeting. The summary of this policy will also be displayed.

The full QIY policy will be available from QIY clerks, and on the QIY website. Placing it on a website makes it accessible and open, and the information and forms are all available quickly when needed.

QIY will take opportunities in their programme of events to raise awareness of safeguarding and who to contact.

Both QIY and the constituent area meetings will ensure that children, young people and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. Examples include by displaying posters, raising awareness in group discussions, and making information available in email bulletins/notice sheets.

## 4 Practice Guidelines

### 4.1 Practice Guidelines

We wish to operate and promote good working practice, so we can run activities safely, develop good relationships and minimise the risk of false or unfounded accusations. The Thirtyone:eight helpline can give practical advice about good practice. Our practice guidelines are made up of four parts:

- a) A general **code of conduct** for workers (including volunteers) toolkit section C
- b) **Good practice guidelines** for the activities we are involved in.

**Children and young people:** Refer to toolkit section D for practice guidelines.

**Adults:** See Thirtyone:eight's guidance for working safely with adults here: <https://thirtyoneeight.org/get-help/resources/help/safeguarding-adults/> and general resources on the Britain Yearly Meeting website [www.quaker.org.uk/pastoralcare](http://www.quaker.org.uk/pastoralcare)

- c) **Specific safeguarding arrangements for local meetings** in toolkit section D records any agreed variations to the general good practice guidelines and gives local arrangements.

**d) More comprehensive guidelines** in the Thirtyone:eight Safeguarding Manual Standard 5 Working Safely are available to QIY which is a Thirtyone:eight member at: <https://thirtyoneeight.org/get-help/safeguarding-manual/england/5-working-safely/>  
The login details for the Thirtyone:eight website's members' area will be given at induction sessions.

For the avoidance of doubt: we undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office. It is therefore unacceptable for those in a position of trust to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. This is included in our code of conduct. All adults in roles which involve contact with children, young people and adults at risk are considered to be in positions of trust.

## **4.2 Working in partnership**

### **4.2.1 Partners we work with**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse, for example. Where we work in partnership with other organisations, we will therefore have clear guidelines regarding our expectations of those organisations, whether in the UK or not. We will discuss with all partners our safeguarding expectations and where appropriate have a partnership agreement for safeguarding.

### **4.2.2 Britain Yearly Meeting**

QIY will report annually to Britain Yearly Meeting. (TBC)

### **4.2.3 Thirtyone:eight**

QIY is a member of Thirtyone:eight and will seek specialist advice from it whenever necessary.

### **4.2.4 Room hirers**

Not applicable

## **4.3 Communication**

We believe good communication is essential in promoting safeguarding to those we wish to protect, to everyone involved in working with children, young people and adults, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



Our expectations around communication between role-holders/workers/volunteers and children, young people and adults are set out in our Code of Conduct (toolkit section C).

We use the guidance in the **Thirtyone:eight Safeguarding Manual Standard 6: Communicating Safely** when considering how to communicate safely.

<https://thirtyoneeight.org/get-help/safeguarding-manual/england/6-communicating-safely/>

## **5 Responding to concerns or allegations of abuse**

### **5.1 The 5Rs of Responding**

The 5Rs are a useful way to remember the steps of the process when handling a disclosure. They are:

#### **Receive**

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without judgement.
- Take it seriously.
- Let the person tell their story and don't push for information.
- Do not ask leading questions.

#### **Reassure**

- Do reassure them that they are right to tell.
- Explain that you will have to pass their information to the Safeguarding Coordinator, who will make sure the matter is dealt with appropriately.

#### **Recognise**

- Be alert to signs and symptoms of abuse.

#### **Respond**

- Reassure the individual they have taken the right step in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.
- Use open questions (e.g. use phrases like 'tell me', or 'explain to me')
- Avoid closed questions.
- Do not investigate, interrogate or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

#### **Refer**

- See 5.2 to 5.6 below.

## 5.2 Immediate next steps

Make sure the child or adult involved is safe right now. If you think someone is in immediate danger, do not delay – call the police on 999 straight away.

Make a written record of what you have been told, and who told you, as soon after the event as possible, ideally on the form in toolkit section E. Sign it, with your name, date and time. Keep it safely, along with your original notes.

Report the allegation or concern as described below.

## 5.3 Do not investigate

Under no circumstances should a volunteer role-holder or employee carry out their own investigation into an allegation or suspicion of abuse. This could increase the potential harm to the person at risk, and contaminate evidence. Instead, follow the procedures below.

## 5.4 How to report a concern or allegation

You will find contact details in Section 2.3

Flowcharts are in the toolkit section E.

If you think someone is in immediate danger, do not delay – call the **police on 999** straight away.

If you (the person raising the concern) are clear that the matter needs to be reported to Children's/Adults' Services or the Police, then you should **raise the concern directly**, and then inform QIY Safeguarding Coordinator.

Otherwise, you should report concerns **directly to the QIY Safeguarding Coordinator** as soon as possible and within 24 hours. They are appointed by QIY to:

- act on its behalf in dealing with the allegation or suspicion of abuse.
- collate and clarify the precise details of the allegation or suspicion.
- record them on the Safeguarding Coordinator's form in the toolkit section E.
- refer the matter to the statutory agencies who have the legal duty to investigate where appropriate.
- They may first ring the Thirtyone:eight helpline for advice.

If you first contact another Quaker (such as an Overseer or an Elder) then either you or the other Quaker must contact the QIY Safeguarding Coordinator as soon as possible to make the report. This avoids losing details, reduces the number of people involved initially, and can save time.

If the Safeguarding Coordinator is not available, or if the suspicions in any way involve the Safeguarding Coordinator, then report **to a QIY Deputy Safeguarding**

**Coordinator, or to another QIY Trustee.** If they are unavailable, or involved, contact **Thirtyone:eight's helpline**, and subsequently inform the QIY Safeguarding Coordinator (unless involved). All contact details are in Section 2.3.

## **5.5 Raising concerns direct with the statutory authorities**

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to social services, the police or taking advice from Thirtyone:eight.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. However, QIY hopes that Quakers will use our internal procedure in non-urgent cases. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement, we demonstrate our commitment to effective safeguarding and the protection of all those who are vulnerable.

## **5.6 Sharing information**

The Safeguarding Coordinator should be notified in all cases, even if they were not available initially, unless they are implicated (then use the process above).

It is not a breach of confidentiality to seek advice and guidance from the Safeguarding Coordinator. The General Data Protection Regulations (GDPR) and Data Protection Act 2018 are not barriers to justified information sharing.

The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern, including but not limited to:

- Advice may need to be taken from the Local Authority Children's Services or Adult Services, and a referral may need to be made. Advice may also be sought confidentially from Thirtyone:eight.
- If it is suspected that a criminal offence has been committed, the police must be informed.
- If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. They will then determine whether and what information should be passed to:
  - the Charity Commission (as a serious incident),
  - the area meeting's insurers (because of possible legal action),
  - and other Trustees (because of wider implications).
- If the Youth Development Worker is involved in a safeguarding matter (for example if they receive a disclosure) the QIY safeguarding co-ordinator and the Britain Yearly Meeting Safeguarding Officer are required to keep each other informed appropriately.

- If allegations have been made about a person who holds any position of trust in relation to children and young people under the age of 18, irrespective of whether they hold that role within a Quaker setting, then the Designated Officer of the local authority (formerly “LADO”) should be informed.
- If allegations have been made about a person who holds a position of trust in relation to an adult, the Local Adult Safeguarding Board should be informed.
- If, after a statutory investigation/enquiry is complete, a referral needs to be made to the Disclosure and Barring Service, the statutory authorities will provide guidance.

An information sharing agreement is in place between Thirtyone:eight and Britain Yearly Meeting (BYM) which allows for the BYM Safeguarding Officer to receive a copy of any advice offered by Thirtyone:eight to area and regional meetings, based on the consent of the caller.

### **5.7 Limitations to sharing information**

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

The Trustees will support the Safeguarding Coordinator/Deputy in their role 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.

### **5.8 Storing and Retaining Records**

See toolkit section A.

### **5.9 Detailed procedures in respect of children and adults**

#### **5.9.1 Detailed procedures where there is a concern about a child**

##### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Contact the local authority team responsible for Safeguarding Children (or Thirtyone:eight if they are unsure) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted the local authority Safeguarding Children team. This is to avoid evidence being destroyed, potential perpetrators being alerted, and people being silenced with threats or bribery.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact the local authority's Safeguarding Children team direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to the local authority.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the local authority team responsible for Safeguarding Children, or the police, direct. They will NOT speak to the parent/carer or anyone else. This is to avoid evidence being destroyed, potential perpetrators being alerted, and people being silenced with threats or bribery.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact the local authority/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **5.9.2 Detailed procedures where there is a concern about an adult**

If there is concern about suspicions or allegations of abuse or harm of an adult, including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse, the Safeguarding Coordinator/Deputy will:

- If the adult is in immediate danger or has sustained a serious injury, contact the emergency services, informing them of any suspicions.
- Contact the local authority team who have responsibility for Safeguarding Adults. Alternatively, Thirtyone:eight can be contacted for advice.

### **5.9.3 Scope of safeguarding responsibility in regard to adults**

The Care and Support Statutory Guidance states that:

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) *[and]*
- is experiencing, or at risk of, abuse or neglect *[and]*
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

If an adult does not have care and support needs (and is not a carer for an adult with care and support needs) then there is no duty to refer concerns of abuse to the local

authority. If there is any doubt about whether there is a duty to refer, then advice should be sought from the local authority or Thirtyone:eight.

The Care Act places the duty upon Adult Services to investigate situations of harm or risk of harm to adults with care and support needs (or carers of adults with care and support needs). This may result in a range of options including: action against the person or organisation causing the harm, increasing the support for the carers, or no further action if the person at risk of harm does not want further action to be taken and they have the mental capacity to make this decision. This is a decision for Adult Services to decide, not QIY.

Adults without care and support needs can still experience abuse and that they may need support and pastoral care. QIY takes any form of abuse seriously. Therefore, concerns about an adult who *does not* have care and support needs should still be reported to the Safeguarding Coordinator unless the adult refuses and there is no-one else at risk.

#### **5.9.4 Concerns about spiritual abuse**

If there is a concern regarding spiritual abuse, the Safeguarding Coordinator will:

- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern, and follow the advice given.
- Identify support services for the victim e.g. counselling or other pastoral support if they want these.

#### **5.9.5 Allegations against people in a position of trust**

##### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a children/young people's worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Services in regard to the suspension of the worker.
- Make a referral to a designated officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Designated Officer if they are involved.

## **Allegations of abuse against a person who works with adults at risk**

The Safeguarding Coordinator will:

- Liaise with Adult Services in regard to the suspension of the worker.
- Make a referral to the local authority. There is no Designated Officer role in Adults' Services; however, the local authority still has a duty to consider concerns about people working in a position of trust with adults in a paid or voluntary capacity.
- Make a referral to the Disclosure and Barring Service, following the advice of Adult Services.

## **6 Pastoral care and working with those who may pose a risk**

### **6.1 Supporting those affected by abuse**

We are committed to offering pastoral care and support to all those who have been affected by abuse who have contact with or are part of QIY, working with statutory agencies as appropriate.

If an incident happens, the Safeguarding Coordinator/Deputy will make sure that arrangements are made to support everyone affected, and to liaise with any outside organisations that become involved.

We need to bear in mind that there may be people involved with the meeting who are survivors or victims of past abuse.

### **6.2 Working with offenders and those who may pose a risk**

When someone attending the local or area meeting is known to have abused children or adults at risk is under investigation, or is known to be a risk, the local and area meeting will supervise the person and offer pastoral care. Arrangements will be put in place to protect children, young people, and adults at risk. This will include supervision and setting boundaries for that person in the form of a contract, which they will be expected to keep. The boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. Such a person should not work with children, young people or adults at risk, or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate.

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and vulnerable adults given priority over subjective opinions or concerns about upsetting the person posing the risk. Think "What if...?" and contact Thirtyone:eight or the BYM Safeguarding Officer if in any doubt about the action to be taken.

This is the responsibility of the QIY Safeguarding Coordinator, working with other role-holders as appropriate. The Safeguarding Co-ordinator will inform other trustees.

Seeking advice from outside the meeting can be very helpful, from Thirtyone:eight or Britain Yearly Meeting's Safeguarding Officer.

Further guidance is in the toolkit section A, which leads to more guidance from Thirtyone:eight.

Caution should be taken to avoid the potential for any abuse of positions of trust held by such individuals. Specifically, QIY nominations committee need to consider seriously what roles such a person could be appointed to that might pose a risk.

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Overseers may need to support them.

## 7 Annual Review

Each year:

- Quakers in Yorkshire's safeguarding practice will be reviewed by the QIY Clerk(s), the convenor of the Under 19s Co-ordinating Committee, and the Safeguarding Co-ordinator and deputy/ies. They will report on this in their Annual Safeguarding Report to QIY Trustees, using the form in the toolkit section A (normally by the end of June). This asks key questions about practice in the local meeting, and provides assurance to trustees.
- **Britain Yearly Meeting** will publish any updates to the model safeguarding policy for AMs (normally in January, from 2021 onwards), based on advice prepared by Thirtyone:eight.
- **the QIY Safeguarding Coordinator** (with deputies, if appointed) will review:
  - practice that they are aware of
  - QIY's safeguarding training needs and opportunities
  - incidents and intelligence during the year
  - the updates from Britain Yearly Meeting
  - whether any amendments are needed to this Safeguarding Policy and Procedures.
- **The QIY Safeguarding Coordinator** will report on these matters (normally by the end of June) to **Trustees**, who will consider and review the Policy and Procedures and actual practice.

At least once every three years:

- **Trustees** will initiate a more comprehensive review, including discussions with each local meeting, and a review of the policy and procedures (either using the model policy published by Britain Yearly Meeting, or with Thirtyone:eight directly).



## **8 List of Appendices**

Appendices to this Policy and Procedure document are available separately.

### **A. General**

- A.1 Responsibilities of key roles
- A.2 Annual Safeguarding Report to QIY Trustees
- A.3 Definitions and Signs of Abuse
- A.4 Safer Recruitment
- A.5 Practice appendices
- A.6 Responding to concerns appendices

### **B. Definitions and Signs of Abuse**

- B.1 Definitions of child abuse
- B.2 Signs of abuse in children
- B.3 Definitions of adult abuse
- B.4 Signs of abuse/neglect in adults

### **C. Safer Recruitment**

- C.1 Role description for a children's meeting volunteer
- C.2 Personal details form (volunteers)
- C.3 Personal details form (employees)
- C.4 Self declaration form (enhanced disclosure)
- C.5 Self declaration form
- C.6 Reference request letter
- C.7 Reference request form (volunteers)
- C.8 Reference request form (employees)
- C.9. Code of conduct
- C.10 DBS Update Service agreement

### **D. Practice appendices**

- D.1 Practice guidelines
- D.2 Specific safeguarding arrangements
- D.3 Information and consent form
- D.4 Children's activities and day visits
- D.5 Image use consent form
- D.6 Accident/incident form
- D.7 Activity risk assessment sheet
- D.8 Event or premises information sheet

### **E. Responding to concerns appendices**

- E.1 Flowchart A: in cases of concerns about a child
- E.2 Flowchart B: in cases of concerns about an adult
- E.3 Initial disclosure/concern reporting form
- E.4 Safeguarding co-ordinator's disclosure reporting form
- E.5 Accessing referral forms of local authority