

Yorkshire Governance Group

Regulatory requirements or Compliance issues

1. Safeguarding

- i. We would expect a new Yorkshire Quakers unified charity to agree a single safeguarding policy and procedures, based on the most up-to-date templates and toolkit available from BYM -see [Safeguarding | Quakers in Britain](#). All the constituent bodies (LMs, worship groups, AMs, QiY, any new projects) would work within the policy and adhere to the procedures agreed, each responsible directly to trustees.
- ii. An early task would be the appointment of 2 Friends to serve as Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator for the new charity. Ideally, at least one of them would be a trustee. If a suitable person has not been appointed as a trustee, they could be co-opted (N.B. governing document needs to provide for this possibility), or the role could be delegated to someone with appropriate skills who might not be willing/able to be appointed as a trustee, in which case a Safeguarding Link Trustee might be considered necessary to ensure good communication.
- iii. Whatever the model, it should be clear that ultimate responsibility for safeguarding matters rests with the trustee body as a whole. It is considered good practice for safeguarding to be on the agenda of every meeting; there may be nothing to report, but routinely considering it enables potential issues to be picked up and for all trustees to be aware of them and thus share realistically in responsibility.
- iv. Documentation should describe the new relationships and responsibilities clearly.
- v. Ideally, every LM would appoint a Friend to be a local contact for safeguarding matters within their meeting (title for role to be agreed) and to liaise directly with the Yorkshire Quakers' Safeguarding Co-ordinators. Should a small LM/worship group be unable to appoint someone, a neighbouring larger meeting could incorporate them, or a cluster of small meetings could work together to make a single appointment. Whatever the arrangement, it needs to be documented in the MoU between Yorkshire Quakers and the relevant LM(s).
- vi. In the new model, Area Meetings and Quakers in Yorkshire (if it continues as a distinct body) would need to make similar appointments to LMs, but they would no longer need to appoint their own Co-ordinators. Specific arrangements would be documented in MoUs between Yorkshire Quakers and AMs/QiY.
- vii. The Yorkshire Youth Development Worker and BYM Safeguarding Officer can both be called on for help.
- viii. A zoom meeting to consult the existing AM and QiY Safeguarding Co-ordinators and engage them in the process of change.

2. Data Protection

- i. This needs a single policy, which could be based on an existing AM's policy. Friends need to understand it and apply it. Trustees may wish to appoint one of their number as Data Protection Lead, or it might form part of staff role.
- ii. Our impression is that the need for data protection is quite well understood and LMs are diligent in relation the consent for the printed Book of Members and Attenders. Some meetings also produce local lists which may not be quite as rigorous in gaining consent.
- iii. The policy will need to take account of use made of data by Friends in general, by staff and by volunteers.

3. Health & Safety

- i. Again, a single policy will apply, potentially based on an existing AM policy, and trustees may wish to appoint a Health & Safety Lead or include responsibility in a staff role.

- ii. Some things will apply to any meeting with its own premises (e.g. First Aid boxes, fire extinguishers). Other local application will be very variable, depending on each situation. Documentation such as MoUs and Risk Assessments can specify what is appropriate for each body or event.
4. Insurance
Is required! We envisage a common policy, which might result in some economy of scale. Many of the constituent bodies already work with brokers Morrison Edwards, who understand Quaker needs well. If we go the route of setting up the new charity and gradually folding in the existing ones, it would require a phased process as each body changes its status.
5. Employment and recruitment
Employment policies are needed, with best practice in the charity sector as guidelines. Recruitment policy applies to both staff and volunteers, but in the latter case needs to be flexible enough that it does not prevent people offering service.

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