

QUAKERS in YORKSHIRE

Role Description

Title of role: Safeguarding Coordinator

Length of term of service:

Normally 3 years (with possible renewal for a second term) but shorter periods can be accommodated.

(if there is a need to terminate early please inform one of the QiY Clerks.

What the role entails:

QiY has a Policy on Safeguarding Children and Vulnerable Adults. There are normally two Safeguarding Coordinators (Prime and Deputy). The main requirement is for at least one of the Coordinators to be available during events. This does not mean attending the events. The events include Junior Holidays, Link Group, Yorkshire Friends Holiday School, Quaker Camp, other QiY sponsored residential events; QiY day events and quarterly meetings.

The Safeguarding Coordinators should agree between themselves who does what. They should liaise, as appropriate, with all those responsible for ensuring the safety of children and vulnerable adults which normally includes:

- the lead QiY trustee for safeguarding;
- the Yorkshire Youth Development Worker;

Responsibilities of the Safeguarding Co-ordinators

n.b. these responsibilities may be shared with and/or delegated to deputies.

General

- Support Quakers in maintaining a culture of safety.
- Follow the Safeguarding Policy and Procedures, and abide by the Code of Conduct.
- Seek and follow advice and guidance from Thirtyone:eight, Britain Yearly Meeting and statutory child and adult safeguarding services.
- Liaise with the safeguarding trustee as appropriate.

Safeguarding incidents

- Be vigilant in recognising safeguarding issues.
- Be the first point of contact for the Activity Safeguarding Lead (ASL) when someone has concerns about the possible abuse of a child or young person or of an adult with care and support needs.
- Support and advise the Activity Safeguarding Leads.
- Be available to assess risk, safeguarding and pastoral needs with meetings when a person who may pose a risk wishes to attend.
- The Activity Safeguarding Lead will
 - act on behalf of QiY in dealing with the allegation or suspicion of neglect or abuse, collating and clarifying the precise details of the allegation or suspicion, and recording them on the form. They will pass this information to statutory agencies who have the legal duty to investigate where appropriate.

- Ensure that if an incident happens, arrangements are made to support everyone affected, and liaise with outside organisations that become involved.
- Liaise with statutory authorities as appropriate and in accordance with the Policy and Procedures.
- The QIY safeguarding co-ordinator will inform the safeguarding trustee if a referral is made to a statutory agency.

Co-ordination

- Agree with the Deputy Safeguarding Coordinator/s (if appointed) which parts of this role they will focus on.
- Encourage trustees to set aside sufficient resources for training.
- Attend the meetings of the QIY Under 19s Committee.

Support

- Support the Safeguarding Trustee and Clerk of Trustees in dealing with more complex reports or concerns.
- Support the Safeguarding Trustee and Clerk of Trustees with the completion of the section on safeguarding for the Trustees' Annual Report to the Charity Commission.
- Support Quakers in Yorkshire and the Under 19s Committee to develop good practice, and record their practice.
- Support DBS verifiers.
- Support QIY and the Under 19s Committee to 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.
- Ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk – working with elders, Pastoral Friends or other role-holders as appropriate.

Administration

- Prepare an annual Safeguarding Report for Trustees.
- Oversee the annual safeguarding assurance process, working with the safeguarding trustee, the Deputy Coordinator(s) if appointed, collating and reviewing the Annual Reports from the activity safeguarding leads.
- Seek discernment and agreement from Trustees for annual updates to the Safeguarding Policy and Procedures and any further safeguarding documents.
- Keep confidential records on Safeguarding issues that arise, storing and retaining it in line with the Policy and Procedures.
- Maintain a central record of training of role-holders in accordance with QIY safeguarding procedures.

Training and development

- Have a Safeguarding Induction and Basic Safeguarding Training at the start of the role and recognised safeguarding training tailored to their role (such as the 31:8 Safeguarding for Coordinators and Leads course), refreshed at least every 3 years.

- Keep up to date with national and local statutory safeguarding policy and procedures.

Desirable skills and experience

- Experience of working, or volunteering, with young people.
- Hold, or be willing to obtain, a Disclosure and Barring Service enhanced disclosure.
- General interest in supporting the provision of events for young people.
- Previous safeguarding experience and training is desirable but not essential

Time commitment envisaged:

- One QiY Safeguarding Coordinator to be available (by mobile phone) during events.
- Training and attendance at workshops encouraged. All expenses will be reimbursed.

To find out more:

Talk to current or previous Safeguarding Coordinators.

Date: 23 January 2026.