

Gloucestershire Area Quaker Meeting  
Preparing to have Children and Young People's Meetings and events  
and "Job Description" for Children and Young People's (C&YP) helpers

Introduction

This document is offered to Local Meetings that would like to set up a Children's Meeting or event for the first time or after a period without one.

The objective is to provide guidance on the practical steps to set up such meetings or events and to offer suggestions for resources to help run them. The guidance will support Local Meetings in considering essentials and knowing to whom they can turn if needed.

Children and Young People's Meetings and Events

The nature of Children and Young People's Meetings that each Local Meeting holds will reflect the membership of the meeting and will depend on what the meeting wishes to provide. Examples include holding a crèche for children to enable their parents to attend meeting if they wish to; providing age appropriate "meetings for worship" in which Quaker values and ways are made known to the children; engaging young people in exploring Quakerism and in the planning and organisation of all age meetings for worship.

Residential events such as the Link Groups and Quaker Camp need to be particularly vigilant regarding the wellbeing of the children and young people.

The Responsibilities of the Local Meeting in relation to Children and Young People's events

- Appointment of volunteers

Our Safeguarding Policy and Guidance 2016 provides guidance in Paragraph 6 page 3 on the way in which volunteers will be appointed (See Appendix A). In the Appendices D pages 16 and 17 and E page 18 there are pro-forma for obtaining the volunteer helper's personal details and the volunteers helper's references. In addition each helper will have a clear Disclosure and Barring Service (DBS) check.

- Volunteer Induction, Training and Support

New volunteer helpers should be given an induction by a designated Friend in their Local Meeting. This will cover the role, the arrangements and nature of the meetings and on the health and safety arrangements, including the Safeguarding Policy, Guidance and Procedures as they apply to C&YP.

All volunteers will have opportunity for safeguarding training through the Churches Child Protection Advisory Service (CCPAS), which offers on line, hard copy and face to face training for faith groups. Gloucestershire County Council also provides safeguarding training. The Local Meeting will keep a record of Friends who have completed safeguarding courses.

Friends House provides a range of Quaker material to assist helpers to run C&YP activities. The C&YP Work Advocate is able to provide information on this ( see Appendix B “Support, Training and Resources).

Each local meeting should consider how it will carry out the appointment and induction and how they will ensure that volunteers are supported in an on going way. This could be through a C&YP Committee, the elders and overseers or other designated Friends.

The meeting should consider how it will review and record how the arrangements for the C&YP meetings are working. This could be through the Local Meeting Business Meetings.

The meeting may find it helpful to have a leaflet that makes explicit what the arrangements for children and young people are and what information and permissions are required from the parents. (An example is available through Nailsworth Meeting’s Warden).

#### The Role and Responsibilities of Children and Young People’s Volunteer Helpers

The volunteers are appointed to provide a safe and enjoyable environment in which children can experience the Quaker community. In order to do this they will work as part of a team.

If the volunteers have any concerns or worries about safeguarding issues in the Meeting in relation to children and young people, it is their responsibility to seek advice as soon as possible from the AM safeguarding coordinators.

Volunteers should:

1. Check that they have been appointed in line with Area Meeting Policy and Guidance Paragraph 6.
2. Ensure that they are provided with an induction and information on training opportunities.
3. Ensure that the local meeting’s health and safety assessment includes the environment for Children’s Meetings (eg electric sockets exposed to children’s fingers, wobbly banisters to an upstairs room, adequate heating etc.)
4. Keep an attendance register with the names of the C&YP and helpers and complete a brief diary of the events of each meeting and store this securely and indefinitely.
5. Report and record any possible safeguarding incidents to the Safeguarding Coordinator according the Safeguarding Policy and Guidance 2016 Paragraph 8 pages 4-5 and Appendix F pages 19-20 and record any accidents according to the Local Meeting arrangements.

6. When a volunteer is concerned that they have not been adequately supported by Area Meeting Safeguarding Co-ordinators, they should be aware of Paragraph 10 page 6 of the Area Meeting Safeguarding Policy, which gives guidance as to where else support can be obtained.
7. Contribute to reviews on how arrangements for Children's Meetings are working.

## **Appendix A**

From Gloucestershire Area Quaker Meeting Safeguarding Policy and Guidance

### **Guidance**

#### **6. Appointment of helpers with children and young people**

We undertake to appoint all volunteers in accordance with government guidance on safe recruitment. Each local meeting must determine a procedure to ensure that:

- those appointed (including the Safeguarding Coordinators, the Children and Young People's Work Advocates, Link Group Helpers and Quaker Camp Organizers) will have completed a volunteer helper's personal details form (Appendix C);
- those applying will have given details of two people (one being a Quaker) prepared to give a short written reference as to their confidence in the person taking on the role, which will be taken up (Appendix D);
- every volunteer will have a clear criminal records disclosure (CRB) check or Disclosure and Barring Service (DBS) check not more than three years old, for work with children and young people in Gloucestershire Area Quaker Meeting and throughout Britain Yearly Meeting;
- every volunteer who applies for DBS clearance, will have the option to register with the DBS Update Service and to give consent for Gloucestershire Quakers to access their DBS certificate every 3 years. (Appendix E);
- all the above documents will be kept securely by the Local Meetings in a designated place until placed for archiving through the Area Meeting archivist;
- there will always be two volunteers with clear criminal records' disclosures working in any session of a Children and Young People's Meeting;
- new volunteers will be given an induction by a designated Friend in their Local Meeting on the role, the arrangements and nature of the meetings and on the health and safety arrangements, including the Safeguarding Policy, Guidance and Procedures;
- all volunteers will have opportunity for training through the CCPAS which offers on line, hard copy and face to face training for faith groups ([www.ccpas.co.uk](http://www.ccpas.co.uk)). Gloucestershire County Council also offers courses (enquire through: [trainingenquiries@gloucestershire.gov.uk](mailto:trainingenquiries@gloucestershire.gov.uk)) and e-learning through [www.kwango.com](http://www.kwango.com). The Usernames and Passwords

- needed to access some material are available through the Safeguarding Coordinators. The Local Meeting will keep a record of courses completed;
- support will be provided through the Safeguarding Coordinators for all volunteers who have to respond to an allegation of child abuse;
  - Gloucestershire Area Meeting Trustees will seek annual confirmation of compliance with this guidance.

## **Appendix B**

### **Support, Training and Resources**

#### **People who can help in the Area Meeting**

- AM Co-advocates for Children and Young People's work (currently Liz Whiteside, Nailsworth and Stephanie Robertson, Gloucester) - their role includes being an advocate for the needs of children and young people within the Area Meeting, supporting local meetings with resources and links to training, and raising awareness of national Quaker events for children and young people
- AM Safeguarding Coordinator and Deputy Coordinator (currently Wendy Gerard, Nailsworth and John Linsell, Painswick) - their role is to support updates to the AM safeguarding policy and procedures and to act as the first point of contact for anyone with safeguarding concerns within the Area Meeting.
- The AM Trustees have a Link person on safeguarding matters (currently Val Kirby, Nailsworth)

#### **Safeguarding training**

- Safeguarding training is available through the CCPAS which offers on line, hard copy and face to face training for faith groups ([www.ccpas.co.uk](http://www.ccpas.co.uk)).
- Gloucestershire County Council also offers safeguarding courses (enquire through: [trainingenquiries@gloucestershire.gov.uk](mailto:trainingenquiries@gloucestershire.gov.uk)) and e-learning through [www.kwango.com](http://www.kwango.com). The Usernames and Passwords needed to access some material are available through the Safeguarding Coordinators.

#### **General training**

Quaker Life can provide one day workshops to meetings or groups of meetings on a range of themes. The requirements are:

- a minimum of 6 participants
- a suitable venue
- £6 fee per person

Details can be found at [www.quaker.org.uk/children-and-young-people/work-quaker-setting/training-conferences#heading-1](http://www.quaker.org.uk/children-and-young-people/work-quaker-setting/training-conferences#heading-1)

Workshops include among others:

- Celebrating babies, toddlers and families in Quaker meetings

- Building relationships in Quaker meetings – nurture and discipline
- Being ready for children
- Working with small numbers and a wide age range
- All age worship
- Story telling – exploring “godly play”

### **Resources on safeguarding**

The Area Meeting Safeguarding Policy and Guidance 2016 ( see Appendix A) provides a framework for the appointment and support of helpers with Children and Young People.

### **General resources**

The Children and Young People’s team within Quaker Life offers a wide range of downloadable resources available from:

[www.quaker.org.uk/children-and-young-people/work-quaker-setting/resources-children](http://www.quaker.org.uk/children-and-young-people/work-quaker-setting/resources-children)

These include (see website for full list)

- “Journeys in the Spirit children’s work edition” - a monthly on-line publication for work with children aged 5 -11
- “Journeys in the Spirit youth work edition” – a three times a year on-line publication for work with young people aged 12 -18
- “Being Ready for Children” – a guide for being ready for children when there is not a regular children’s meeting
- “Building our children’s meeting, how to do it” – lots of suggestions on how to plan for a children’s meeting and different kinds of activities to include
- “What about the Children in our Meeting?” – ways of reviewing what meetings are already offering children
- “Creating a leaflet about children in meeting” – Tips on how to produce your own leaflet and downloadable examples of leaflets from meetings round the country

Compiled by:

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