

## Gloucestershire Area Quaker Meeting Safeguarding Role Descriptions

### 1. Area Meeting Safeguarding Trustee

As a Quaker Meeting, we recognize that every person, adult or child, is made in the image of God and thus deserving of respect, value and care. We seek to ensure a culture of safety in which all can flourish.

From 2009 Gloucestershire Area Quaker Meeting has written, agreed and updated its safeguarding policy, gradually introducing the Area Meeting roles of Safeguarding Coordinator, Safeguarding Trustee and the Local Meeting roles of DBS verifier and Safeguarding Representative. Over the years we have become more aware of a wide range of safeguarding issues and associated legal requirements and these have led to the writing of role descriptions that can act, alongside the Safeguarding Policy and Guidance, as a reference for Friends appointed to safeguarding roles and always applied with love and integrity, according to our Quaker values.

How many:

One

What they do:

Support Gloucestershire Quakers in maintaining a culture of safety.

Receive and take to Trustees the Safeguarding Coordinators' Annual Report and recommendations for discernment.

Seek discernment and agreement from Trustees for annual updates to the Gloucestershire Area Quaker Meeting Safeguarding Policy and Guidance and any further AM safeguarding documents proposed by the Safeguarding Coordinators.

Receive information from the Safeguarding Coordinators regarding Local Meeting safeguarding issues and report to Trustees.

Receive reports of serious safeguarding incidents and inform and support the Clerk to Trustees for onward reporting to the Charity Commission.

Support the Clerk of Trustees if there is a reported concern regarding the conduct of a C&YP volunteer, the Safeguarding Coordinator / Deputy or a Friends appointed to a position of trust.

Support the Clerk to Trustees with the completion of the section on safeguarding for the Trustees' Annual Report to the Charity Commission.

Advise, support and facilitate opportunities for learning for Friends appointed to Safeguarding roles eg DBS Verifiers and LM

	<p>Safeguarding Representatives.</p> <p>Attend suitable training on Safeguarding.</p> <p>Keep up to date with national and local statutory Safeguarding legislation, policy and guidance and inform and update Trustees of their Safeguarding responsibilities.</p> <p>Endeavour to ensure that Gloucestershire Quakers are not brought into disrepute by failure to comply with current legislation and failure to act to safeguard children and young people and adults with care and support needs.</p> <p>Oversee the Safeguarding compliance process to ensure that Local Meetings and Area Meeting organisers for such events as the Link Group and Quaker Camp are following the Area Meeting Safeguarding Policy and Guidance; collate and review the responses from Local Meetings.</p>
<p>When they do it:</p>	<p>On going</p> <p>When issues are raised</p> <p>When the Safeguarding Coordinators forward their Annual Safeguarding Report</p> <p>In readiness for the Trustees Annual Report to the Charity Commission</p> <p>When learning opportunities are requested or needed</p> <p>When suitable training is available</p>
<p>Why they do it:</p>	<p>To further the process of Gloucestershire Quakers maintaining a culture of safety, while providing an inclusive welcome to all wishing to attend.</p> <p>To comply with the terms of the AM Governing Document</p>
<p>Resources:</p>	<p>The Charity Commission website  <a href="https://www.gov.uk/government/organisations/charity-commission">https://www.gov.uk/government/organisations/charity-commission</a></p> <p>Quaker Life (<a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a> )</p> <p>CCPAS (<a href="mailto:info@ccpas.co.uk">info@ccpas.co.uk</a>) now called “Thirtyone:eight” (<a href="https://thirtyoneeight.org">https://thirtyoneeight.org</a> )</p> <p>Gloucestershire statutory and voluntary Safeguarding services.</p>
<p>Budget:</p>	<p>Training fees and travel costs will be met by AM</p>

Liaison with:	Clerk to Trustees, Trustees, Safeguarding Coordinators, LM Safeguarding Representatives, DBS Verifiers, C&YP Work Advocate, Ling Group Organisers, AM Camp Organisers, Quaker Life, Churches Child Protection Advisory Service (CCPAS), Gloucestershire statutory and voluntary Safeguarding agencies
Appointed by:	Agreed by Area Meeting Trustees
<p>Expanded descriptions and information see:</p> <ul style="list-style-type: none"> <li>• Safeguarding Coordinators' Role Description</li> <li>• LM Safeguarding Representative Role Description</li> <li>• DBS Verifier Role Description</li> <li>• Quaker Life Network Safeguarding Cluster Newsletter <a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a></li> <li>• Safeguarding Support for Quaker Meetings <a href="https://groups.quaker.org.uk/groups/safe/">https://groups.quaker.org.uk/groups/safe/</a></li> </ul>	

Wendy Gerard, John Linsell and Val Kirby 1/10/18