

**Gloucestershire Area Quaker Meeting  
of the Religious Society of Friends**

**SAFEGUARDING POLICY and GUIDANCE**

*Revised 2017*

**CONTENTS**

Section		Page
	<b>POLICY</b>	
1	Our organization	1
2	Activities that we undertake	2
3	Our Commitment	2
4	Principles of intent and practice	2
5	Appointment of Safeguarding Coordinators	3
	<b>GUIDANCE</b>	
6	Appointment of helpers with children and young people	3
7	Guidance on disclosure and response	4
8	When there is concern about a child	4
9	When there is concern about an adult with care and support needs	5
10	When there is concern about the practice of a volunteer or the Safeguarding Coordinator/Deputy	6
11	People who may pose a risk to meeting	6
12	When an individual or professional wishes to disclose past offending behaviour	6
13	Pastoral Care of those who have been harmed	7
14	Pastoral Care of sex offenders	7
15	Pastoral Care of those who are the subject of allegations of sexual abuse	8
16	Conclusion	9
	<b>APPENDICES</b>	
A	What is meant by abuse	10
B	Poster	13
C	Volunteer helper's personal details form proforma	14
D	Volunteer helper's reference request proforma	16
E	Disclosure and Barring Service: Guidance	17
F	Agreement to permit Quaker access to the DBS Update service	
G	Disclosure form proforma	18
H	Template for Safeguarding Record	20
I	CRB/DBS Safeguarding record archive advice	21

**Policy**

**1. Our organization:**

**Gloucestershire Area Quaker Meeting**

Clerk: Jane Mace, 21, Graces Field, Stratford Road, Stroud, GL5 4EN Tel: 01453 762535;  
email: glosam@quaker.org.uk.

Safeguarding Coordinator: Wendy Gerard, Northfields, Old Bristol Road, Nailsworth, GL6 0LJ  
Tel: 01453 833879; email: as above.

Gloucestershire Area Quaker Meeting is part of Britain Yearly Meeting of the Religious Society of Friends (The Society): Charity Number: 1134212. Insurance Company: Congregational and General Insurance plc, Currer House, Currer Street, Bradford, BD1 5BA. Member of Churches' Child Protection Advisory Service (CCPAS).

## **2. Activities that we undertake:**

**a) that include children and young people;** and

**b) that may also include adults (with care and support needs marked \* below):**

- children's and young people's Meetings at Local Quaker Meetings;
- attendance by our children and young people at Junior Yearly Meeting (JYM) and other nationally and regionally organized activities; their reports-back to Area Quaker Meeting afterwards;
- Local Meeting day and residential events\*;
- Area Meeting day and residential events\*;
- Local and Area Meetings for Worship\*;
- Area Quaker Meeting summer camp\*.

## **3. Our Commitment**

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. This is reflected in our acknowledgement of "that of God in everyone."

"How can we make the meeting a community in which each person is accepted and nurtured, and strangers are welcome?" Advices and Queries 18.

"Children and Young People need love and stability. Are we doing all we can to uphold and sustain parents and others who carry the responsibility for providing this care?" Advices and Queries 24.

## **4. Principles of Intent and Practice**

We are committed to:

1. the care, respect and nurture of all groups encountered within Quaker activities, be those at Local, Area or Yearly Meeting;
2. the safeguarding and protection of children and young people and adults with care and support needs;
3. the promotion of a culture of good practice in relation to activities promoted by Quaker Meetings including:
  - adopting a safeguarding policy;
  - a rigorous procedure for appointing helpers with children and young people;
  - a culture of informed vigilance regarding possible abuse;
  - knowledge of, and preparedness to refer to, statutory agencies when abuse is known about or suspected;
  - a willingness to respond, without delay, to any allegation or complaint made, which suggests that a child, young person or adult may have been harmed;
  - providing and encouraging participation in training in all aspects of safeguarding;
  - developing safer spaces around potential threats, be that known offenders or the physical environment;
  - a desire to offer pastoral care within stated boundaries to anyone attending Meeting who is known to have harmed a child, young person or adult;
4. developing procedures and good practice guidelines to further these principles.

In drawing up the definitions and procedures set out here, we have been guided by the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS), DBS Factsheet V1.0 June 2013 and guidelines from the Quaker Life Office, Gloucestershire Safeguarding Children's Board (GSCB) ([www.gscb.org.uk](http://www.gscb.org.uk)) and Gloucestershire Safeguarding Adults Board (GSAB): [www.gloucestershire.gov.uk/gsab/board](http://www.gloucestershire.gov.uk/gsab/board).

With reference to adults with care and support needs, Gloucestershire Area Quaker Meeting is not a provider of “Regulated Work” but engages in personal, non-commercial relationships based on mutually agreed arrangements for which DBS clearance is not required. If a meeting organizes a residential event, which a friend with care and support needs wishes to attend, the organizers should assess with the friend and their carers whether those needs can be met by Quakers or whether the friend needs to be accompanied by family or agency carers.

### **5. Appointment of Safeguarding Coordinators**

Using our Quaker nomination and appointment process, we agree to appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator who, together, share responsibility for supporting updates to the Safeguarding Policy and Procedures, promoting them throughout our Area Meeting community and for being the first point of contact for anyone with concerns for a child or adult.

The Safeguarding Coordinators will link with a designated Trustee and a designated Friend within each Local Meeting, who will be named in the Memorandum of Understanding. The Safeguarding Coordinators will write an Annual Report for the Area Meeting Trustees.

For the period February 2015-Dec 2017 these two people are<sup>1</sup>:  
Wendy Gerard (Coordinator) and John Linsell (Deputy Coordinator).

## **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 and F);
- 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;

---

<sup>1</sup> Contact details are on the poster in Appendix B

- 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.

### **7. Guidance on disclosure and response regarding children and young people and adults with care and support needs**

We are aware that anyone with a sense that some kind of abuse has taken place may feel uncomfortable, hesitant or anxious about voicing it to someone else. In listening to what is said, the person first being confided in will allow the child or adult to talk without rush or interruption; showing acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. They will try to remain calm, even if on the inside they are feeling something different.

We will follow guidelines for someone confided in:

- to ensure that the child or adult is and feels safe;
- to show that you take what they are saying seriously;
- to reassure and stress that they are not to blame;
- to be honest and explain that you will have to tell someone else (the Safeguarding Coordinator);
- to inform that you will make a record of what has been said as soon as possible after the event<sup>2</sup>;
- if the discloser decides not to tell you after all, to accept their decision but let them know that you are always ready to listen;
- to use language that is age appropriate; and
- for those with a communication difficulty such as hearing or sight impairment, learning difficulty or where English is not their first language, try to ensure there is someone available who can interpret appropriately.

***We know that a person who is confided in should not carry out their own investigation into an allegation or suspicion of abuse. Instead, they should report their concerns as soon as possible to the Safeguarding Coordinator/Deputy<sup>2</sup>.***

We recognize that it is then the job of the Safeguarding Coordinator/Deputy to collect and clarify the details of the concern and pass these on to statutory agencies with the legal duty to investigate.

As a meeting, we undertake to support the Safeguarding Coordinator/Deputy in their roles, accepting that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.

### **8. When there is a concern about a child**

Any friend who has concerns about the welfare of a child, or has had a child disclose to them information about possible abuse or ill-treatment should report this as soon as possible to the Safeguarding Coordinator or Deputy Safeguarding Coordinator.

The Safeguarding Coordinator will:

- contact Gloucestershire Children and Families Helpdesk, (office hours) **01452 426565** or the Safeguarding Children Service 01452 583636 (out of hours **01452 614194**) for advice on action to be taken;
- inform the insurance company through the Area Meeting Treasurer, Sarah Eilbeck, **01452 423442**, [sarah@eilbeck.org.uk](mailto:sarah@eilbeck.org.uk);
- inform the Ministry & Outreach Officer (safeguarding adviser) at Quaker Life, Britain Yearly Meeting (BYM) of the Society: Gill Sewell: **020 7663 1017**, email [safe@quaker.org.uk](mailto:safe@quaker.org.uk) or [gills@quaker.org.uk](mailto:gills@quaker.org.uk).

---

<sup>2</sup> Using the Disclosure Form proforma in Appendix G

- inform the clerk to trustees;
- make a confidential written record of the disclosure<sup>3</sup> and keep this in a secure place.

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 Children and Families Helpdesk (or CCPAS **phone 0845 120 4550**) for advice in cases of deliberate injury, concern 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;
- seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting) they will encourage the parent/carer to seek help (but not if this places the child at risk of significant harm) offering to accompany them if the parent so wishes.

If unsure whether or not to refer a case to the Children's Helpdesk, they will seek and follow advice given by CCPAS (who will confirm their advice in writing).

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy **will NOT speak to the parent/carer or anyone else**, but rather **contact the Children's Helpdesk or Police Child Protection Team direct**.

### **9. When there is a concern about an adult**

The Care Act 2014 puts the Safeguarding Adults Boards on a statutory footing. Section 42 introduces a duty to "make enquiries, or cause them to be made" when an adult with care and support needs who is experiencing or at risk of abuse and neglect and as a result of their needs is unable to protect themselves from that risk.

Any fFriend who has concerns about the abuse of another with care and support needs, or in whom another has confided such abuse, should report this as soon as possible to the Safeguarding Coordinator/Deputy.

They in turn will contact:

- Gloucestershire Adult Helpdesk (**01452 426868**) or Safeguarding Adults Service (**01452 427556**) (out of hours **01452 614194**) and act in accordance with their guidance;
- inform the Safeguarding Officer at Quaker Life, Britain Yearly Meeting (BYM) of the Society: Gill Sewell: **020 7663 1017**; email [safe@quaker.org.uk](mailto:safe@quaker.org.uk) or [gills@quaker.org.uk](mailto:gills@quaker.org.uk)
- inform the clerk to trustees;
- make a confidential written record of the disclosure<sup>3</sup> and keep this in a secure place.

If a fFriend has possibly experienced past abuse when under 18 years, they retain the right to decide whether they wish to report the allegation to the police. The Gloucestershire Safeguarding Adults police can be located on [www.gloucestershire.gov.uk/safeguardingadults](http://www.gloucestershire.gov.uk/safeguardingadults) or can be phoned on 101. The adult can make a decision that they do not want any further action at this time.

If it is made known to the Safeguarding Coordinator/Deputy, that sexual abuse has taken place and a child or other person may be at risk because of the alleged perpetrator's current role or contact with children or adults with care and support needs, we have a duty of care and the Safeguarding Coordinator will report the concern to the police and possibly the Children's Helpdesk on 01452 426565, whether the fFriend making the disclosure consents or not.

The Safeguarding Coordinator will:

- inform the insurance company through the Area Meeting Treasurer, Sarah Eilbeck, **01452 423442**. [sarah@eilbeck.org.uk](mailto:sarah@eilbeck.org.uk);
- inform the Safeguarding Officer at Quaker Life, Britain Yearly Meeting (BYM) of the Society: Gill

---

<sup>3</sup> Using the Disclosure Form proforma in Appendix G

Sewell: **020 7663 1017**, email [safe@quaker.org.uk](mailto:safe@quaker.org.uk) or [gills@quaker.org.uk](mailto:gills@quaker.org.uk);

- inform the clerk to trustees;
- make a confidential written record of the disclosure<sup>3</sup> and keep this in a secure place.

The Safeguarding Coordinator may seek advice from CCPAS and the GCC professionals' safeguarding advice line on 01452 425109 and act in accordance with their guidance.

### ***10. When there is a concern about the practice of a volunteer or the Safeguarding Coordinator/Deputy***

If a concern implicates a Children and Young People's Volunteer, the Safeguarding Coordinator/Deputy will inform Gloucestershire Area Meeting Clerk and liaise with the Children and Families' Helpdesk and/or the Gloucestershire Safeguarding Children Board (**01452 583629**) with regard to the suspension of the volunteer and advice regarding further action. These will advise about making a referral to the Local Authority Designated Officer (LADO) (**01452 426994**) who is responsible for dealing with such allegations.

The Safeguarding Coordinator/Deputy will also inform and seek advice from the Britain Yearly Meeting (BYM) Safeguarding Officer regarding the risk and duty to contact the Disclosure and Barring Service and inform the Clerk of Trustees.

If the individual with a concern regarding a child, young person or adult with care and support needs 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, it is their right as a citizen to make a direct referral to the safeguarding agencies or to seek advice from CCPAS.

If there is a concern implicating either or both of the Safeguarding Coordinator and Deputy, the person with that concern should inform Gloucestershire Area Meeting Clerk and seek advice from the BYM Safeguarding Officer Gill Sewell (**020 7663 10217**) and the Churches Child Protection Advisory Service (**0845 120 4550**). The Area Meeting Clerk will inform the Clerk to the Trustees.

### ***11. People who may pose a risk to Area Meeting***

People who pose a risk to meeting may be "ex-offenders", a term which is used here to mean all those who have been convicted of an offence, but we also recognize that there are many people who have committed offences for which they have not been convicted, and that many "ex-offenders" do not pose a risk to a Quaker Meeting. Some "ex-offenders" will be known to professionals who may contact a meeting about a person's wish to attend Quakers, some will self-disclose and some will choose not to. People who have a history of sex offending are known to potentially pose a high risk and those with a history of fraud and deception-based offences could pose a risk to friends with care and support needs. When a meeting does not know a person's life story and circumstances, we encourage watchfulness based on the understanding that some people bring risks with them and that outward signs such as requests for money, erratic behaviour and gravitation towards the children's meeting should not be ignored and should be responded to so that both the person and the meeting are supported.

### ***12. When an individual or professional wishes to disclose past offending behaviour***

Where a person wishes to identify him/herself and disclose the risks associated with their history, or a professional (such as the police or another faith community) has a duty to inform Gloucestershire Quakers of a person's interest in attending Quaker Meetings, they should be guided to speak with the Safeguarding Coordinator, who will act as a point of contact for the person, the professional and the relevant local meeting(s).

The Safeguarding Coordinator will advise the Clerk of the Trustees of Gloucestershire Area Meeting that a sex offender is attending Area Meeting and that the Safeguarding Coordinator holds the details, and will forward the information, including the name of the person, to the Safeguarding Officer with

Quaker Life, Britain Yearly Meeting.

### **13. Pastoral Care of those who have been harmed**

Gloucestershire Area Quaker Meeting is committed to offering pastoral care through our appointed Overseers/Pastoral Friends and Elders, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the Meeting.

We undertake to ensure that the child or adult with care and support needs has information on where to get help and advice regarding abuse, discrimination, or bullying.

### **14. Pastoral Care of sex offenders**

As Quakers, we know we need to find a balance between our Quakerly desire to welcome everyone into our Meetings and our responsibility to provide a safe place for all.

We recognize that we need to be prepared for the challenges that welcoming everyone might pose such as when aware of the possible attendance of an ex-offender or the possibility of offending behaviour by a member of the meeting.

If it becomes known that a sex offender is attending or wishing to attend Quaker meetings then whoever receives the information will contact the Safeguarding Coordinator who will undertake the following actions discretely, with care and sensitivity.

1. The Safeguarding Coordinator will convene a meeting with an Elder, an Overseer/Pastoral Friend, the Clerk and the Convener of Children's Meeting at the Local Meeting of choice to advise them of the sex offender's status and wish to attend.
2. The group will take time to make a full decision and not be pressurized by an outside agency to make a quick decision. It may be discerned that the Local Meeting cannot manage the attendance of a Sex Offender, and the group should feel free to say so. If this occurs the Safeguarding Coordinator will consider other options with the newcomer.
3. If the group agrees that the person is welcome to attend the meeting, they will identify the conditions of this attendance, identify those Friends who will support the person's attendance to reflect both the needs of the meeting and of the newcomer and form the "Safeguarding Group".
4. The Safeguarding Group will undertake a frank discussion with the person concerned and also possibly the offender manager or other agencies involved. The help and support of meeting needs to run alongside the monitoring of the individual by agencies such as the police.
5. If it is felt that the sex offender may attend meetings with certain conditions, then the following guidance will apply. S/he should not:
  - a. be permitted to get close to children either physically or emotionally;
  - b. be allowed to work with children and young people;
  - c. sit near children at meeting or attend meetings (or accept offers of hospitality) at people's houses where there are children;
  - d. hold positions of leadership or responsibility where seen by children within the meeting, because a child is likely to regard them as someone they can trust;
  - e. undertake any activity where they might be seen as in a position of trust, e.g. greeting people at the door or leading a study group.
6. Members of the Safeguarding Group will endeavour to ensure adherence to this guidance.
7. An agreement should be written, signed and dated with the sex offender, containing very clear behavioural boundaries such as:
  - which meetings for worship s/he can attend;
  - areas of the meeting house s/he can frequent;
  - to never be in a situation where s/he is alone with children, young people, adults with care and support needs or for whom there is an established risk;

- to decline hospitality where there are children;
  - to decline nomination for any role in which s/he would have access to or responsibility for children or adults with care and support needs;
  - not attending external events such as weekends away, Area Meeting or Britain Yearly Meeting; and will be aware of:
    - who will know about the sex offender and the existence of the agreement;
    - the arrangements for ongoing reviews by the Safeguarding Group which will be at least quarterly, with a copy sent to the Safeguarding Coordinator;
    - communication if the sex offender stops attending the meeting.
8. The agreement should involve the person's partner and other members of the family who may also be involved with meeting and need to be kept informed.
  9. Details of the offence will be kept confidential from members of the meeting other than those listed above, partly to protect the offender, but also because half-known information can generate damaging anxiety within the meeting.
  10. These agreements will be very clear and strictly kept; Safeguarding Friends will do their best to build a right relationship with the newcomer and be alert to the possibility of being manipulated.
  11. If these safeguarding conditions are not kept, the Safeguarding Group will inform the Safeguarding Coordinator with a view to considering whether the Sex Offender will be barred from attending activities and whether the Safeguarding Coordinator will inform the statutory agencies (e.g. police, offender manager, Adult Services, Children's Social Services), and any other relevant organizations, as well as further members of Gloucestershire Quakers or the Safeguarding Coordinators of other faith groups.

This guideline draws on guidance contained in the following documents.

- Meetings and (ex) offenders: Guidance on accepting into our meetings people who may pose a risk (2014) <http://www.quaker.org.uk/meetings-and-ex-offenders.pdf>.
- Help! - Sexual Offenders and Church Attendance. Leaflet available on the CCPAS website <http://www.ccpas.co.uk>.
- CCPAS *Safe and Secure* Standard 9: Managing Those Who Pose a Risk. Clauses to consider in a Contract for a Sex Offender.

### **15. Pastoral Care of those who are the subject of allegations of sexual abuse**

When someone, against whom there are known to be allegations of abuse or risk of abuse of children or vulnerable adults attends or seeks to attend a Local Meeting, the Elders and Overseers/Pastoral Friends for the meeting will contact the Safeguarding Coordinator and, until the professional agencies have reached a conclusion about the allegations:

- be clear on the Meeting's safeguarding commitment to children and adults with care and support need;
- identify who will form the Safeguarding Group;
- set boundaries with the person concerned through a written agreement;
- be vigilant that the agreement is being upheld.

Further guidance may be found under the heading "Sex Offenders".

The Safeguarding Coordinator will advise the Clerk of the Trustees of Gloucestershire Area Meeting that a Friend who is the subject of allegations of sexual abuse is attending Area Meeting and that the Safeguarding Coordinator holds the details, and will forward the information, including the name of the person, to the Safeguarding Officer with Quaker Life, Britain Yearly Meeting.

The Safeguarding Coordinator and Safeguarding Group will review their response after the process has been concluded and communicate the outcome to the Clerk of Trustees and the Safeguarding Officer with Quaker Life, Britain Yearly Meeting.

## 16. Conclusion

Copies of this policy will be lodged with Trustees, Area Meeting, all our Local Meetings and with, Gloucestershire Safeguarding Children Board, Gloucestershire Safeguarding Adults Board and the Britain Yearly Meeting Safeguarding Officer.

The Safeguarding Policy and Guidance, Safeguarding Children and Vulnerable Adults poster, Safeguarding Quick Reference Guide and Preparing to have Children and Young People's Meetings and events and "Job Description" for Children and Young People's (C&YP) helpers will be placed on the Gloucestershire Quakers website.

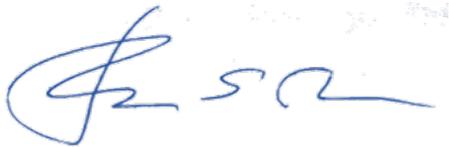
The Safeguarding Coordinators will report annually to the Trustees.

The Trustees will report on Safeguarding in their annual report to the Charity Commissioners.

The Safeguarding Policy and Guidance and will be reviewed annually.

This Policy was approved by Gloucestershire Area Quaker Meeting on 9<sup>th</sup> April 2017

Signed:



Date: 9.4.2017

Jane Mace

Gloucestershire Area Quaker Meeting Clerk

## ***Appendices***

### ***Appendix A. What is meant by abuse?***

A person may abuse by inflicting harm, or failing to prevent harm. They may do it 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.

### ***Abuse of children***

#### ***Definitions***

There are five types of child abuse. They are defined in the UK Government guidance Working Together to Safeguard Children (2006) as follows.

#### ***Physical abuse***

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

#### ***Emotional Abuse***

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### ***Sexual Abuse***

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including either penetrative or non-penetrative acts such as kissing, touching or fondling the child's genitals or breasts, vaginal or anal intercourse or oral sex.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### ***Neglect***

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### ***Bullying***

This may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

#### *Other kinds of abuse*

This is defined in law as 'significant harm', as set out in Department of Health guidance. There is also spiritual abuse (such as "when an intimidating leader imposes his/her will on others, causing them to be fearful to challenge or disagree, believing they will lose the leader's acceptance and approval" or "the mistreatment of a child who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that child's spiritual empowerment" or "someone using their power within a framework of spiritual belief or practice to satisfy their needs at the expense of others").

In recent years, the law's definitions of *domestic violence* have broadened from that which may occur between two adults who are intimate partners, to threatening behaviour (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality - mother, father, son, daughter, brother, sister and grandparents, in-laws or step-family.

#### **Recognizing possible abuse**

Possible indicators may include a child:

- speaking directly or more indirectly about it;
- showing unexpected changes in mood or behaviour;
- nervousness;
- persistent tiredness;
- running away;
- stealing;
- lying.

For further information on the signs of child abuse see: [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform) for the Child protection fact sheet: The definitions and signs of child abuse.

For more information see:

- Gloucestershire Safeguarding Children Board website ([www.gscb.org.uk](http://www.gscb.org.uk));
- Churches' Child Protection Advisory Service [www.ccpas.co.uk](http://www.ccpas.co.uk).

#### **Abuse of adults**

Abuse is the violation of an individual's human and civil rights by any other person or persons. Abuse might be unintentional, the important factor is whether the person is harmed or not.

#### **Definitions**

*Physical Abuse*, which can include any form of assault, over-medication, restraint or poor manual handling practice.

*Domestic Abuse/Violence*, including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

*Sexual Abuse*, which can include rape and any sexual act which was not actively consented to or the person did not have the capacity to understand.

*Psychological/Emotional Abuse*, which can include threats, intimidation, coercion, harassment.

*Financial abuse* can include theft, borrowing money without repayment and any pressure in connection with wills or property, possessions or benefits.

*Modern Slavery* encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

*Neglect* which can include ignoring medical or physical needs, not providing access to appropriate health or social care, the withholding of the necessities of life, such as medication, adequate food, water and heating.

*Discriminatory Abuse*, which includes all forms of harassment, slurs or similar treatment based on a person's disability, ethnic origin, gender or sexuality, this is often called hate crime.

*Organisational Abuse*, including neglect and poor care practice within an institution or care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

*Self-Neglect*, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

*Other categories of adult abuse:*

- exploitation (includes radicalisation);
- spiritual abuse; such as “when an intimidating leader imposes his/her will on others, causing them to be fearful to challenge or disagree, believing they will lose the leader's acceptance and approval” or “the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment” or “someone using their power within a framework of spiritual belief or practice to satisfy their needs at the expense of others”.
- inappropriate restraint;
- human trafficking;
- forced marriage;
- female genital mutilation (FGM).

### ***Recognizing possible abuse***

Friends are not expected to diagnose abuse but we need to be aware, recognise and be alert to signs that all is not well with an adult.

Possible indicators may include an adult:

- disclosing partially or fully;
- frequent or unexplained minor injuries or bruising;
- signs of depression or stress which may happen suddenly or gradually emerge;
- neglected personal care;
- weight loss;
- dramatic change of behaviour/personality - this can happen very suddenly and unexpectedly and is often associated with fear;
- confusion;
- persistent financial hardship;
- denial that anything is wrong and an emphasis that all is extremely well;
- seeking help from numerous sources/people - this may be a direct request for help or attention seeking behaviour;
- acceptance or resignation of a situation as being part of being old and/or disabled;
- deference or submission to a suspected abuser;
- not getting to medical appointments.

Abuse can happen in any setting where people are dependent on the care of others for their well-being.

For more details, advice and procedures see: Gloucestershire Safeguarding Adults Team on [www.gloucestershire.org.uk/safeguardingadults](http://www.gloucestershire.org.uk/safeguardingadults).

# Safeguarding Children and Young People and Adults with care and support needs



As Quakers, we are committed to safeguarding children and adults with care and support needs - bringing together what our faith expects of us with what the law requires.

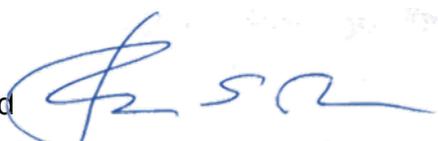
This poster is linked with the agreed Safeguarding Policy and Guidance for 2017. Local Meeting clerks have copies, which Friends are encouraged to read.

Further questions can be explored with one of a number of specialist helplines, of which the following are some.

We are members of the <b>Churches Child Protection Advisory Service</b> : an independent Christian charity providing child protection advice and support throughout the UK: 0845 120 45 50	
<b>NSPCC</b> : National Society for the Prevention of Cruelty to Children: 08008 800 5000	<b>Mind</b> (Mental health charity) confidential line for help and support: 0300 123 3393
<b>Kidscape</b> : charity to prevent bullying and child sexual abuse: 0845 120 5204	<b>Action on Elder Abuse</b> : working to protect and prevent abuse of vulnerable older adults: 0808 808 8141

If you have a concern regarding the safety or welfare of a child or vulnerable adult in our Quaker community, please contact:

- the Safeguarding Coordinator: **Wendy Gerard 01453 833879**; or
- the Deputy Safeguarding Coordinator: **John Linsell 01452 812936**; or
- if neither is available: Juliet Chastney 01453 756839 or Kevin Barrett 01453 832107.

Signed  Date: 9.4.2017  
Clerk, Gloucestershire Area Quaker Meeting

**Appendix C. Volunteer Helper with Children and Young People  
Gloucestershire Area Quaker Meeting - Personal Details Form**

Thank you for your interest in supporting the children and young people in our meeting as a volunteer helper.

Filling in and returning this form is one way you help us ensure that our meeting is a welcoming and safe place for children and young people. A second way is to obtain up-to-date clearance through the Disclosure and Barring Service.

Please:

- complete and sign this form and return it to X, at address/e-mail/phone; and
- contact Y, our verifier, at address/e-mail/phone to ask for assistance in completing the online DBS clearance application.

Once the DBS process is concluded and DBS clearance and we on Nominations Committee have received your two references, your name can be brought forward for appointment at our next Meeting for Worship for Business.

.....

Name:

Address and postcode:

Phone

email:

Your experience of being with children/young people:

Your interests/skills and/or experience, which could be useful in working with children/young people:

References:

Please give details of two people (not related to you) who could provide references for you – at least one of whom should have known you for at least two years;

to comment on your experience of, attitudes towards, and behaviour with, children and young people (at least one should be a Quaker).

(1)

Name:

Address with postcode:

Phone:

email:

Connection with you:

(2)

Name:

Address with postcode:

Phone:

email:

Connection with you:

Any additional information you'd like to provide:

Please sign and date the following:

*I give permission for inquiries to be made about me as necessary:*

Name:

Date:

Thank you

**Appendix D. Volunteer Helper with Children and Young People  
Gloucestershire Area Quaker Meeting - Reference Request**

Reference's name and address

Please reply to:

Name:  
Address:  
Phone:  
e-mail:

date:

Dear X

Y has applied to be a volunteer with our Children and Young People's meeting.

As part of our safeguarding process, all volunteer helpers complete an enhanced criminal records check and provide details of two referees. Y gave us your name as one of these.

Could you please complete the form below and return it to me as soon as possible?

In Friendship,

Z's signature  
Z's role  
Name of Local Meeting

.....

Name (in capitals)

I have known Y since (approximately) .....

In the capacity of **friend/Quaker Friend/colleague other** (please delete as appropriate and clarify 'other' if that is what applies).

To the best of my knowledge s/he is suitable to work with children:  
**Yes/No** (delete as appropriate)

Please add overleaf any additional notes you think would be useful:

I understand that the applicant can request to see this reference.

Signature.....Date:.....

## **Appendix E. Disclosure and Barring Service**

### **A) Guidance for making an online application**

1. The verifier will sit with you to ensure that all questions are answered in full.

The verifier will explain the DBS Update Service, and if you are willing to give permission for Gloucestershire Quakers to check your DBS certificate on line every 3 years, the verifier will support you with the process of registering with the Update Service at the time of seeking DBS clearance. This service is free if you are a volunteer and is updated automatically.

If the DBS certificate is obtained through paid employment it is necessary for the employee to update their registration and pay a fee annually.

You will also be asked to complete the "Agreement to permit Quaker access to the DBS Update service", of which your DBS Applicant Manager/Verifier and the Safeguarding Coordinator should each have a copy. (Appendix F)

Alternatively, you could renew your DBS clearance with the verifier every 3 years.

2. To log into the system go to: <https://disclosure.capitarvs.co.uk/cas>.
3. Click on 'Start Application' in the orange box on the left.
4. Complete "Organisation Reference": and "Password" for your local meeting as provided by your Meeting Verifier
5. Read instructions and complete the application form.

There are also instructions on [www.churchsafe.org.uk/resources](http://www.churchsafe.org.uk/resources)

### **B) Guidance if a Friend has a DBS Certificate from an employer or another voluntary organisation**

1. Confirm that it is an Enhanced Certificate for Child and Adult Workforce.
2. Confirm that the certificate was issued within the past 2.5 years.
3. Photocopy the certificate.
4. File the photocopy securely with the Friend's Person Details form, references and their other personal safeguarding documents.
5. Consider how the DBS Clearance will be updated within 3 years of the issue date of the certificate.
6. Encourage the friend to register for the DBS Update Service, giving permission for Quakers to access their DBS record, when they next apply for clearance, whether with Quakers or another organization.

## Appendix F Agreement to permit Quaker Access to the DBS Update Service

Completed forms should be sent or e-mailed to the AM Safeguarding  
Coordinator:.....

If you have joined the DBS Update service, then you may choose to give permission to Quakers to check your status periodically. This will mean that you will not normally need to reapply for a new DBS criminal records check.

To do this, please supply the following information:

Your name, as it appears on your DBS certificate: .....

DBS certificate number: .....

Date of birth, as recorded on the DBS certificate .....

I confirm that I have registered with the DBS Update Service:

I agree that ..... Area Meeting may access my record on the DBS Update service periodically.

Signed.....Date .....

### Counter signatory from Quaker Meeting/Organisation

I confirm that I have checked the original DBS certificate and the details above are accurate.

Yes

I confirm that there is no information recorded on the DBS check

Yes, there is no information

*If there is information recorded on the DBS check, then please contact the BYM Safeguarding Officer (see contact details below) so a risk assessment can be undertaken. Having a conviction is not an automatic bar to working with children or vulnerable adults, each case is considered individually.*

Name: .....

e-mail address: .....

Meeting/Organization .....

Position .....

*This might be the clerk, the safeguarding co-ordinator, the children's committee convenor etc.*

When the person stops working with children, young people and vulnerable adults **at your meeting**, then please inform your Area Meeting Safeguarding Co-ordinator.

Return this form to: .....

**Appendix G: Disclosure Reporting Form for the person who has received a disclosure and for the Safeguarding Coordinator**

***Information recorded here is confidential within the terms of Area Meeting Safeguarding Procedures. Once completed, the form should be stored in a secure place, together with any notes made at the time.***

**Note:** Record any disclosures of abuse as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. As much as possible, write the words that were said to you. Do not try to interpret.

Your name:

Event/premises:

Your role at the event/premises:

Your contact details: (address, phone, email)

1. Date/time of disclosure or incident that made you concerned
2. Name and age of the young people or adults involved
3. Details of the person/s named as perpetrator/s
4. Name, age and contact detail of any other witness/es, if any
5. Details of what you were told or observed (continue on a separate page if necessary)

6. Any other relevant information:

7. Name of safeguarding coordinator to whom you passed this form:

Your name:

Your signature:

Date:

time:

---

**For safeguarding coordinator:**

1. Action taken, including person/organisations contacted, with contact details  
(If no action was taken, state reasons)

2. Outstanding tasks, who responsible and timescale:

Coordinator's name

Signed:

Date:

**Appendix H. Draft Template for Safeguarding Records  
Gloucestershire Area Quaker Meeting**

Subject of record	Name: Date of birth: Address: Phone: Mobile: e-mail:		
Case type (delete as appropriate)	Child/Young Person; Adult who is vulnerable; Person who may pose a risk		
Start date			
Contact person (the person who first raised the issue)	Name: Role: Address: Phone: Mobile: e-mail:		
Issue (nature of risk/ concern/behaviour)			
Other contact (1)	Name: Relationship to subject: Address: Phone: Mobile: e-mail:		
Other contact (2)	Name: Relationship to subject: Address: Phone: Mobile: e-mail:		
Other contact (3)	Name: Relationship to subject: Address: Phone: Mobile: e-mail:		
Date	Notes of what was said, actions agreed and by whom	Author	Role
	(continue overleaf as necessary)		

## **Appendix I. Safekeeping of Records**

We are aware that we need to ensure the safekeeping and archiving of all documents that relate to the Area Meeting Safeguarding Policy and the appointment of volunteers for our children and young people.

**The documents will include:**

### **1. Safeguarding policy and guidance**

### **2. Children and Young People Helpers:**

- Completed volunteer helper's forms (appendix C)
- Written references obtained, and followed up where appropriate (appendix D).
- A record of completed criminal records disclosure, Disclosure and Barring Service (DBS check).
- DBS Update Service consent form (Appendix E)
- A nomination and discernment process record.

### **3. Safeguarding Coordinators' Records**

- All safeguarding matters raised within the Area Meeting,
- Background information, agreements and reviews with people who have a record of sex offences or are the subject of such allegations and those who pose a risk to meeting as a result of their offending behaviour

**Safe keeping:**

### **1. Safeguarding Policy and guidance**

To be kept by the Safeguarding Coordinator for 10 years before being sent to Area Meeting archives.

### **2. Children and Young People Helpers:**

- The records on voluntary helpers with children and young people will be kept securely by the local meeting person appointed to be responsible for the criminal records disclosure process.
- When a volunteer has ceased to be available and the CRB/DBS has expired (after 3 years) the records will be forwarded to the Area Meeting Archivist.

### **3. Safeguarding Coordinators' Records**

- The records on safeguarding matters raised within Area Meeting will be kept securely by the Safeguarding Coordinator alongside the Safeguarding Coordinator's records until archived through the Area Meeting Archivist.
- The Archivist is required to arrange for the documents to be securely and confidentially stored in perpetuity.

Refer to Quaker UK website for specific guidance on Safeguarding Records as it becomes available.