

For Residential Events:

Name of event:.....

Venue for event:.....

.....

Date of event:.....

Responsible person for the event:.....

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Contact details for responsible person:

Phone:.....

Email:.....

Gloucestershire Safeguarding Coordinator:.....

.....Phone:.....

Deputy Safeguarding Coordinator:.....

.....Phone.....

Location of the full policy and procedures: www.glosquakers.org or through the Local Meeting Safeguarding Representative, the Safeguarding Coordinators, the Children and Young People’s Work Advocate or your Local Meeting Clerk.



**Gloucestershire Area Quaker Meeting
Safeguarding
Quick Reference Guide**

Make sure that you are familiar with the location of the full policy and procedures.

Gloucestershire Area Quaker Meeting is committed to providing an environment at our events and gatherings, where children and young people and adults with care and support needs feel safe and free from harm.

Disclosure: someone saying something that gives you reason to believe that a child, young person or adult with care and support needs is being harmed or is at risk of harm.

Confidentiality guidelines: If, when talking with an individual they imply or say: “Can I tell you something in confidence/private /secret?” you must inform them that if what they say indicates that they or a child, young person or adult with care and support needs is being harmed or at risk of harm, you have the duty to pass this information on.

You can reassure them that the Safeguarding Coordinator and the responsible person at the event are the only people who will know the details of what they tell you and that they will be kept informed of what is happening.

If an individual makes a disclosure about themselves, a child or young person or adult with care and support needs, or you are concerned that a child, or young person or adult with care and support needs is being harmed or at risk of harm, you must take the following action.

1. Remember that the person will have to repeat their account many times.
2. Keep calm.
3. Ensure that the person is in an appropriate place for the situation.
4. If possible let another helper know that you are having a potentially difficult conversation.
5. Explain that you cannot keep anything they tell you a secret. Tell them what will happen with the information they have given you and who you have to tell. Tell them that because what they said indicates that they or a child or young person or adult with care and support needs is being harmed or is at risk of harm, you have a duty to pass this information on.
6. Listen carefully and keep listening until they have told you as much as they need to.
7. Accept what you hear without passing judgement.
8. Ask open questions only to clarify information.
9. Do not investigate.
10. Contact the **Safeguarding Coordinator** as soon as possible when the conversation has finished.
11. If they ask for their parent or carer say that you will talk about this with the Safeguarding Coordinator.

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12. Make notes, ideally on the disclosure reporting form, as soon as possible. Include:
 - i. what they said, dates and times of incidents;
 - ii. what you said;
 - iii. date and time of conversation;
 - iv. sign and store safely until you can pass it to the safeguarding coordinator.
13. Do not talk about it with other participants, helpers, parents, carers or anyone outside the event.

If you have concerns about the actions of a helper you should contact the Safeguarding Coordinator immediately.

What the Safeguarding Coordinator will do:

- a. talk with the person who has received the disclosure;
- b. talk with the individual who has made the disclosure;
- c. decide if there is an ongoing risk to the individual or someone else;
- d. decide if there is a need for statutory involvement, and if so inform the appropriate authorities;
- e. provide you with adequate opportunity to debrief and talk with you about any support you might need during or after the event;
- f. report the incident to Gloucestershire Area Quaker Meeting Trustees and the Britain Yearly Meeting Safeguarding Officer.

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