

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

SAFEGUARDING POLICY and GUIDANCE

Revised 2020

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Policy

1. Our organization:

Gloucestershire Area Quaker Meeting

Clerk: Peter Carter, Cotteswold, High Street, South Woodchester, Stroud, GL5 5EL Tel: 01453

878599 email: glosam@quaker.org.uk

Clerk to Trustees and Safeguarding Trustee: Val Kirby, 69 Bisley Road, Stroud, GL5 1HF Tel: 01453

753762: 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 Thirtyone:eight.

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 and Area Meetings for Worship
- Local Meeting day and residential events*;
- Area Meeting day and residential events* including:
 - Area Meeting Link Group;
 - Area Quaker Meeting Camp*.

3. *Our Commitment*

Quakers are committed to:

- the care, respect and nurture of all vulnerable groups encountered within Quaker activities
- the safeguarding and protection of children and other vulnerable people
- the promotion of a culture of good practice in relation to activities promoted by Quaker meetings and groups
- maintaining and developing procedures and good practice guidelines”

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 to anyone attending Meeting who is known to have been or to be a victim of abuse.
 - 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 Thirtyone:eight), the Britain Yearly Meeting Quaker Life Office guidance on applying for DBS checks and safeguarding, Gloucestershire Safeguarding Children's Executive (GSCE) www.gscb.org.uk and Gloucestershire Safeguarding Adults Board (GSAB): www.gloucestershire.gov.uk/gsab/board.

5. Appointment of Area Meeting Safeguarding Coordinators

Using our Area Meeting Quaker nomination and appointment process, we agree to appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator who, together, share responsibility for developing and keeping under review the Safeguarding Policy and Guidance, promoting it 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 attend relevant safeguarding training arranged through BYM, Thirtyone:eight, the Diocesan Church Council Safeguarding Programme or Gloucestershire County Council during their period of appointment.

The Safeguarding Coordinators will link with the designated Safeguarding Trustee. The Safeguarding Coordinators will write an Annual Report for the Area Meeting Trustees. The Safeguarding Coordinators and Safeguarding Trustee will have DBS clearance.

The Safeguarding Coordinators will link with the appointed Safeguarding Representative(s) within each Local Meeting,

The Safeguarding Coordinators, Safeguarding Trustee and Local Meeting Safeguarding Representatives will be named in the Memorandum of Understanding.

For the period February 2018-Dec 2020 these two people are¹²:
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 D);
- 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 E);
- every volunteer will have a cleared Disclosure and Barring Service (DBS) enhanced check for work with children and young people in Gloucestershire Area Quaker Meeting and throughout Britain Yearly Meeting (see Appendix F);
- 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. (see proforma in Appendix G);
- all the above documents will be kept securely by the Local Meetings in a designated place until placed for archiving through the Area Meeting Custodian of Records
- there will always be at least two volunteers with cleared criminal records' disclosures working in any

² Contact details are on the poster in Appendix C

- 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. The volunteer will be asked to sign that they have read the Safeguarding Policy and Guidance.
- all volunteers will have opportunity for training through "Thirtyone:eight" which offers on line, hard copy and face to face training for faith groups <https://thirtyoneeight.org> and the Diocesan Church Council Safeguarding Programme <https://www.gloucester.anglican.org/about-us/safeguarding/core-training/> Gloucestershire County Council also offers courses (enquire through: <https://www.gscb.org.uk/safeguarding-training-development-and-events/>). The Local Meeting will keep a record of courses completed;
- the Children and Young People's Work Advocate, Link Group Coordinator and Camp Safeguarding Representative will attend relevant safeguarding training during their period of appointment.
- 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 event³;
- 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/Deputy².

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.

³ Using the Disclosure Form proforma in Appendix H

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 **01452 426565 (Option 1)** or the Safeguarding Children Service **01452 426565 (Option 3)** either during office hours or the Emergency Duty Team (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. Correspondence with our insurance company will be sent from the AM Treasurer and/or the Clerk of Trustees, depending on the issue.
- inform the Britain Yearly Meeting (BYM) Safeguarding Officer 020 7663 1156 or: 020 7663 1103 email safe@quaker.org.uk
- inform the safeguarding trustee Val Kirby, 01453 753762, valgkirby@gmail.com
- make a confidential written record of the disclosure³ 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 Thirtyone:eight **0303 003 1111** 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 Thirtyone:eight (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/carers 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 is at risk of, abuse and neglect and as a result of their needs is unable to protect themselves from that risk.

Any friend 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**) or the Emergency Duty Team out of hours service (**01452 614194**) and act in accordance with their guidance;
- Inform the Britain Yearly Meeting (BYM) Safeguarding Officer (**020 7663 1156 or 020 7663 1103**) email safe@quaker.org.uk
- inform the safeguarding trustee Val Kirby, 01453 753762, valgkirby@gmail.com

³ Using the Disclosure Form proforma in Appendix H

- make a confidential written record of the disclosure⁴ 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 or can be phoned on 101. The adult can make a decision that they do not want any further action after reporting the allegation.

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 and Families' 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 Correspondence with our insurance company will be sent from the AM Treasurer and / or the Clerk of Trustees, depending on the issue.
- inform the Britain Yearly Meeting (BYM) Safeguarding Officer, 020 7663 1156 or 020 7663 1103 email safe@quaker.org.uk
- inform the safeguarding trustee Val Kirby, 01453 753762, valgkirby@gmail.com
- make a confidential written record of the disclosure⁴ and keep this in a secure place.

The Safeguarding Coordinator may seek advice from Thirtyone:eight **0303 003 1111** and the Gloucestershire County Council professionals' safeguarding advice line on **01452 426565 (Option 3)** and act in accordance with their guidance.

10. When there is a concern about the practice of a Quaker appointed to a position of trust

Children and Young People's Volunteer: 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 Executive (**01452 426565 (Option 3)**) 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 426320 or 426994**) who is responsible for dealing with such allegations.

The Safeguarding Coordinator / Deputy will also inform and seek advice from the BYM Safeguarding Officer **020 7663 1156** or **020 7663 1103** email safe@quaker.org.uk regarding the risk and duty to contact the Disclosure and Barring Service and inform the Clerk of Trustees.

Quaker appointed to a position of trust: the Safeguarding Coordinator / Deputy will follow the process described above if a child is affected. If the fFriend affected is an adult with care and support needs, the Safeguarding Coordinator / Deputy will follow the guidance included in Gloucestershire Adult Position of Trust Framework, link with the Safeguarding Trustee and BYM Safeguarding Officer regarding risk and next steps.

Safeguarding Coordinator / Deputy: 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, to seek advice from Thirtyone:eight and to inform the Clerk of Trustees.

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

⁴ Using the Disclosure proforma in Appendix H

Safeguarding Officer **020 7663 1156** or **020 7663 1103** email safe@quaker.org.uk and Thirtyone:eight **0303 003 11 11**. 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 safeguarding trustee 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, Britain Yearly Meeting.

13. Pastoral Care of those who have been harmed

We recognize that there may be friends within our meeting who have experienced past childhood abuse or who are experiencing current abuse.

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 past or present 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.

“Trespass and Trust Quaker Meetings and Sex Offenders” by Daphne Glazer is a helpful resource for a meeting considering possible attendance at their meeting by a person who has been convicted a sex offence.

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 or moves away.
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>.
- Thirtyone:eight Help Guides available on the Thirtyone:eight website <https://thirtyoneeight.org/get-help/resources/help-guides/>
- Thirtyone:eight Our 10 standards: Standard 9: Managing Those Who Pose a Risk. Clauses to consider in a Contract for a Sex Offender <https://thirtyoneeight.org/about-us/our-10-standards/>
- Quaker Books "Trespass and Trust Quaker Meetings and Sex Offenders" by Daphne Glazer
- Quakers in Britain <https://www.quaker.org.uk/our-organisation/safeguarding>

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 "Pastoral Care of 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 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 safeguarding trustee and 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 Executive, Gloucestershire Safeguarding Adults Board and Quaker Life Britain Yearly Meeting.

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 agreed by Gloucestershire Area Quaker Meeting Trustees on 11th September 2020 and was received by Gloucestershire Area Quaker Meeting on 11th October 2020

Signed:

Date:

Peter Carter: Gloucestershire Area Quaker Meeting Clerk

Signed:

Date:

Val Kirby: Gloucestershire Area Quaker Meeting Clerk to Trustees

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 for the Child protection fact sheet: The definitions and signs of child abuse.

For more information see:

- Gloucestershire Safeguarding Children's Executive (www.gscb.org.uk);
- Thirtyone:eight (<https://thirtyoneeight.org>).

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.

Appendix B. Regulated Activity and Activity that would require a DBS check

Regulated activity

With children

- Specific activity (teaching, training, supervision) AND frequent (once a week, 3 times a month, overnight) AND unsupervised.
(The frequency relates to the frequency of activity by the volunteer helper, which would rarely meet this threshold)
- Particular places – schools, registered nurseries
(Does not apply to Quaker Meetings)
- Providing personal care (eg washing, dressing, toileting) – no frequency criteria
(Parents / Guardians / Responsible adults would be in the building where the meeting is taking place and so can be contacted to provide any necessary personal care)
- Management/supervision of someone carrying out regulated activity
(Quaker volunteer helpers work unsupervised and without a line manager)

With adults

- Personal care, health care, social care, assistance with cash/paying bills/shopping/managing affairs, transport to /from health care or social care setting – no frequency/ supervision criteria
(See definition of “Activity that would require DBS check” below)
- Management/supervision of someone carrying out regulated activity
(Quakers appointed to roles are unsupervised and without a line manager)

With reference to adults with care and support needs, Gloucestershire Area Quaker Meeting is not a provider of “Regulated Work” and Quakers usually engage in personal, non-commercial relationships based on mutually agreed arrangements for which DBS clearance is not required. If a Quaker is appointed to a role within meeting (eg overseer) and in that role engages in regulated activities with an adult with care and support needs on behalf of the meeting it is possible that they would be eligible to and should apply for DBS clearance. If a meeting organizes a residential event, which a fFriend with care and support needs wishes to attend, the organizers should assess with the fFriend and their carers whether those needs can be met by appointed Quakers or whether the fFriend needs to be accompanied by family or agency carers.

Activity that would require a DBS check

With Children

- Activities with children (teaching, care, supervision), unsupervised and infrequent, or always supervised
(If the role is “C&YP worker (volunteer)”, DBS enhanced clearance is required).

With Adults

- Activities with adults at risk (teaching, training, care, supervision, giving advice and guidance, transporting) AND frequent (once a week, 3 times a month, overnight) AND activity is wholly /mainly for adults at risk (if it's open to others, contact with adults at risk is probably incidental)
(Activity by Quaker Friends / Overseers / Pastoral Friends is unlikely to reach this threshold. If it is “Vulnerable Adults worker (volunteer) regulated activity” DBS enhanced plus barred list clearance is required. Consult the Safeguarding Coordinators if unsure)



Safeguarding

Children and Young People and Adults with care and support needs

In our meeting we can each hope to find love, support, challenge, practical help and a sense of belonging (Quaker Faith and Practice 10.03 part).

We seek to ensure a culture of safety in which all can flourish.

This poster is linked with the agreed Safeguarding Policy and Guidance for 2020 which you can read on the “Gloucestershire Quakers” website or as a paper copy at your Local Meeting.

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

:

- the Safeguarding Coordinator: **Wendy Gerard**

01453 833879 or 07867 974258

- or the Deputy Safeguarding Coordinator: **John Linsell**

01452 812936 or 07954 402594

or if neither is available

- the Safeguarding Trustee: **Val Kirby**

01453 753762 or 07969 789938

Peter Carter, Clerk, Gloucestershire Area Quaker Meeting

September 2020

**Appendix D. 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 E. 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 F. Disclosure and Barring Service

A) Guidance for making an online application

1. If the role is “C&YP worker (volunteer)”, DBS enhanced clearance is required.
If the role is “C&YP worker (volunteer) regulated activity” or “Vulnerable Adults worker (volunteer) regulated activity” DBS enhance plus barred list clearance is required.
2. The verifier will initiate the application with Due Diligence Checking (DDC), <https://www.ddc.uk.net/> for which the verifier needs to have the applicant’s name and contact details.
3. The applicant completes their details on the online application.
4. The verifier will check the applicant’s identity documents and complete the application process
5. The applicant will receive their DBS disclosure.
The verifier will be notified of this unless the disclosure contains a blemish, when the Safeguarding Team at BYM are informed, communicate with the applicant and inform the verifier of the outcome.
6. The verifier will explain the DBS Update Service to the applicant, and if you the applicant gives permission for Gloucestershire Quakers to check your DBS certificate on line every 3 years, the verifier will support 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 G)

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

B) Guidance if a Friend has a DBS Certificate from an employer or another voluntary organisation and has registered with the DBS Update Service

1. See the certificate
2. Clarify that the role for which the certificate was issued equates to the Quaker role.
3. Confirm that the certificate was issued within the past 2.5 years.
4. Check the holder’s identity and address documents as defined by the DBS
5. Carry out an update check through the DBS Update Service for which you will need permission from the certificate holder (Using Appendix G), the Update Service ID number, the holder’s surname and date of birth as they appear on the certificate.
6. File the completed Appendix G securely with the Friend’s Person Details form, references and their other personal safeguarding documents.

If the certificate is not appropriate for the role or the holder has not registered with the Update Service, it will be necessary to complete a DBS application through Quakers as above.

C) Guidance for a DBS verifier needing DBS clearance for a C&YP volunteer role

Proceed as A above from 1 – 3 and ask a verifier at Friends House to complete 4.

Or

Ask a DBS verifier from another local meeting to be set up as a temporary additional verifier for your local meeting through Friends House and proceed as A above.

Appendix G Agreement to permit Quaker Access to the DBS Update Service

Completed forms should be forwarded to the AM Safeguarding Coordinator and your DBS verifier

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:

Update Service ID Reference:

I agree that Gloucestershire Area Quaker 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 H: 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 I. 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 J. 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; Safeguarding role descriptions

2. Children and Young People Helpers:

- Completed volunteer helper's forms (appendix D)
- Written references obtained, and followed up where appropriate (appendix E).
- A record of completed criminal records disclosure, Disclosure and Barring Service (DBS check).
- DBS Update Service consent form (Appendix G)
- A nomination and discernment process record.
- Records from C&YP events at Local Meetings, Link Group, Camp and Area Meeting

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
- Annual Report to Trustees

Safe keeping:

1. Safeguarding Policy and Guidance

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

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 DBS has expired (after 3 years) the records will be forwarded to the Area Meeting Custodian of Records.

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 Custodian of Records.
- The Custodian of Records is required to arrange for the documents to be securely and confidentially stored permanently.

Refer to GAQM Trustees Records Retention Protocol 5.5.2020
Quaker UK website for specific guidance on Safeguarding Records as it becomes available.

Appendix K Online Children and Young People's Meetings

Before

- the C&YP zoom meeting should be set up in advance using a C&YP Helper zoom account (meetings are free for up to 40 minutes so a paid account is not necessary. C&YP Helpers will not set up a zoom account using Google or Facebook.
- the zoom C&YP Meeting will be separate from the Local Meeting for Worship zoom call.
- the invitation to the zoom C&YP Meeting will be sent out to families that already attend the Local Meeting C&YP activities, using a parent's / carer's /guardian's email address and Bcc.
- in the invitation parents / carers / guardians will be signposted to the zoom privacy statement (<https://zoom.us/privacy>) and asked to read it before joining the meeting. They will also be advised that by clicking on the link to join the zoom C&YP Meeting they are giving permission for their child(ren) to attend.
- Parents / carers / guardians and C&YP helpers will also agree by clicking on the link that no live streaming, recording or screenshots of the C&YP zoom meeting will be undertaken at any time.
- the C&YP zoom Meeting will be password protected and a password will be sent out with the invitation as above. Invitees will be advised not to share this with others.
- the invitation will include some simple ground rules / boundaries.
- the invitation will give the specific plans for each meeting.
- parents will be asked to stay in the room whilst their child(ren) are on the call and encouraged to join in.
- the zoom C&YP Meeting will have two appointed C&YP Meeting Helpers, as for a normal Children's Meeting, that the child(ren) are familiar with.
- the C&YP zoom Meeting will last for approximately 30 minutes and will finish 5 minutes before the Local MfW zoom call.

Event

- a lobby area will be used so that the C&YP zoom Meeting will not commence until the allocated time and both C&YP helpers are attending. The zoom call will start 5 minutes before the actual Meeting so that participants can click on the link and resolve any technical issues.
- families will be welcomed as they arrive. Initially they should connect with video on so that the C&YP helpers can see them.
- the C&YP Meeting helpers will introduce themselves and invite all attending to introduce themselves.
- at the beginning of the zoom meeting simple boundaries will be agreed by asking the children what might need to happen to allow everyone to join in.
- parents / carers / guardians and children will be reminded that if they feel uncomfortable sharing video or voice that they can turn this off. It is suggested that generally microphones are off (muted) unless someone has something to say.
- If anyone is uncomfortable talking they can type in the chat facility. During the meeting the C&YP helpers will ensure that individual to individual messaging in the chat function is turned off. Any chat messages will be seen by everyone. The meeting host will respond by addressing the group.
- If the meeting is disrupted by an uninvited third party, the host C&YP helpers will close the meeting immediately.
- the C&YP will follow a prepared plan for the meeting that will be a familiar pattern to the children.
- at the end of the C&YP zoom Meeting families will be encouraged to join the Local MfW zoom call and the link for the Local MfW zoom meeting will be shared.

After

- the C&YP Meeting Helpers will maintain a register of attendance by children, parents / carers / guardians and helpers / hosts and a written account of the activities.
- C&YP Meeting Helpers will deal with any safeguarding issues immediately by contacting the Area Meeting Safeguarding Coordinator or Deputy Safeguarding Coordinator, being particularly alert to issues that could arise when meeting online.
- the host C&YP helpers will communicate afterwards to debrief and reflect on how the session went and things that could be done differently.
- the host C&YP helpers will Bcc email a thank you to the participants with details of the next meeting.
- the Local Meeting C&YP Committee, elders and overseers, Area Meeting C&YP Work Advocate and Safeguarding Coordinators may be contacted if the host C&YP helpers wish to discuss anything further.

An example email to send to parents

Dear Friends,

As xxxx Meeting House is closed due to coronavirus, we are trying out a new way of holding children's meeting and will be doing this by zoom.

We intend to follow a similar pattern to our normal children's meeting, with xxxxxx (your own words) and you and your children can then join in the other zoom worship that has been organised for the whole meeting if you wish.

This week the theme will be on.....

If you would like to join this children's meeting, click on the link below after 10.10, ready to start at 10.15. If you are not yet familiar with zoom, just follow the instructions that follow.

Also read Zoom privacy policy before joining the meeting. The link for this is <https://zoom.us/privacy>

By clicking on the link you are giving permission for your child /children to take part in this online meet up. Please ensure that you do not record the meeting in any way or take any screenshots. Please also stay present in the room with your child(ren) during the meeting in case they have any problems and feel free to join in, we'd love to see you too!

I attach the Guidance that has been agreed by Gloucestershire Area Quaker Meeting Trustees for online C&YP meetings.

Please if you have any questions, contact: xxxxxx

Safeguarding advice:

- The host C&YP helpers will have been appointed according to the GAQM Safeguarding Policy and Guidance 2019.
- The host C&YP helpers will have been face to face C&YP helpers and will be known to the children.
- No communication with children and young people will be one to one online.
- The Safeguarding Coordinator will be contacted if there are concerns about the wellbeing of a child attending the zoom meetings.
- All should be aware that Zoom keeps and accesses data from any recordings, whiteboards, chat data etc – so no sensitive data should be uploaded, discussed in chats, or recorded using Zoom.
- The Clerk of Trustees should be contacted if the C&YP zoom meeting is joined by malicious third parties or if the security of the meeting is breached in any way.

- The host C&YP helpers will log their computer details with the Safeguarding Coordinator, who will store them securely.

Online and blended Meetings and Meetings for Worship

Before

- the Zoom connection should be set up in advance using a meeting Zoom account without using Google or Facebook.
- the Local Meeting or Area Meeting Zoom calls will be separate from the Zoom calls for C&YP Meeting for which the Zoom host will be appointed according to the Safeguarding Policy and be DBS cleared.
- Consideration should be given to whether the Zoom host should be DBS cleared for specific other Meetings.
- Consideration should be given to appointing two hosts, so that responsibility for managing the on-line meeting and – if needed- managing unexpected contributions, can be shared
- the invitation to the Zoom Meeting will be sent out to Friends via News of Friends.
- the invitation will signpost to the Zoom privacy statement (<https://Zoom.us/privacy>) and Friends will be asked to read it before joining the meeting.
- Children under 13 years who wish to attend a Zoom Meeting (All Age) must be accompanied by a parent, guardian or carer.
- Vulnerable adults who wish to attend a Zoom Meeting must be accompanied by an adult family member, carer or an agreed adult supporter.
- Friends agree that by clicking on the Zoom link no live streaming, recording or screenshots of the Meeting will be undertaken at any time.
- The Zoom Meeting will be passcode protected and a passcode will be sent out with the invitation as above. Invitees will be advised not to share this with others.
- The invitation will include a simple statement of the arrangements for the Meeting.
- For blended meetings there will be an elder at the face to face Meeting for worship and a Zoom host and elder with the Zoom Meeting. The role of elder and host for the Zoom Meeting can be combined if necessary.
- Friends attending the face to face part of a blended meeting will observe the up to date Covid -19 advice and requirements and guidance as set out in the Meeting's protocols.
- A blended face to face and Zoom Meeting for Worship will usually last for 30 to 45 minutes.

Event

- For blended and Zoom only Meetings the Zoom host will invite Friends to join the Meeting 10 minutes before the actual Meeting so that participants can click on the link and resolve any technical issues.
- The Zoom host can arrange for the Zoom "Waiting Room" to be enabled. This would allow the host to check if someone unknown and anonymous appears and allow a swift means of responding to disruption or inappropriate behaviour.
- For blended Meetings, Friends will be welcomed in person as they arrive at the face to face meeting. The greeting will include informing those who are new to Meeting of the arrangements for blended Meetings. Initially Friends should expect to be seen on the video if possible so that the Zoom host can see them, unless they inform the Friend greeting them that they do not wish to be seen.
- Consider initially muting the speakers in the face to face Meeting to allow those arriving on Zoom to be welcomed by the host as they arrive on line.
- At a blended Meeting, Friends will be helped to know who is worshipping face to face and on Zoom by the host and elders by sharing the names of those present on line and face to face.

- When the Meeting is ready to settle, an elder will begin and subsequently end the period of silent worship. For blended Meetings the elders at the face to face and Zoom Meetings will agree the arrangement.
- It is suggested that generally microphones for those connecting on Zoom are muted unless someone wishes to speak.
- During the Meeting the host may use the chat function on Zoom to contact attendees individually – for example if they are struggling to turn their microphone off or on or appear to be distressed.
- Otherwise chat messages offered as ministry could be seen by everyone and could be read aloud by an elder or the host.
- If anyone is uncomfortable for any reason they can request assistance verbally or through the chat facility. The Meeting host or elder will respond by addressing the group.
- If the Zoom Meeting is disrupted by an uninvited third party the host can immediately exclude them – either to the Zoom Waiting Room and then find out why they are joining, or, if they are clearly there to be disruptive or offensive to remove and block them. As a last resort the host will close the Zoom meeting.
- If there is disruption or inappropriate visuals from an attendee such as someone leaving their screen and another member (especially a child) of their household being visible or audible, the host can switch off that Friend's camera and/or microphone or place them in the Zoom Waiting Room.
- At the end of the Meeting Friends may be invited to stay on Zoom for a period of fellowship; Friends at the face to face Meeting will observe the up to date Covid-19 advice on gathering in groups.

After

- The host or elder will report any safeguarding concerns to the Area Meeting Safeguarding Coordinator or Deputy Safeguarding Coordinator, being particularly alert to issues that could arise when meeting online.
- The host or elder will inform the Clerk of Trustees if there is a malicious incident or breach of security. The host will arrange for the Zoom Meeting Link to be changed and a new link circulated to those who have been invited to join the Meeting.