

OXFORD AND SWINDON AREA MEETING POLICY FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

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1. Statement of Intent

“Rejoice in the presence of children and young people in your Meeting and recognise the gifts they bring. Remember that the Meeting as a whole shares the responsibility for every child in its care.... Do you invite them to share insight with you?” (Faith and Practice 1.19)

Safeguarding children and vulnerable adults is the responsibility of everyone in the Meeting. It is important that every activity for children and vulnerable adults is organised in a safe place where people are not abused. If abuse is discovered, suspected or declared it will be reported to the appropriate authority for investigation.

2. Creating a structure for safeguarding within Oxford and Swindon Area Meeting

- (a) A Safeguarding Coordinator and Deputy shall be appointed by Area Meeting (referred to as “Safeguarding Coordinators” below).
- (b) OSAM Nominations Committee, in consultation with trustees, will bring names forward for consideration of Area Meeting
- (c) Safeguarding Coordinators with trustees will ensure that OSAM has a Safeguarding Policy which is reviewed annually (Faith and Practice 4.14)
- (d) Trustees and Safeguarding Coordinators will ensure that Local Meetings have procedures in place as part of the Area Meeting Safeguarding Policy and that each Local Meeting appoints a safeguarding representative
- (e) Trustees shall have regular and clear communication with Safeguarding Coordinators and support their on-going training

- (f) Safeguarding Coordinators with Trustees will arrange collation of AM & LM Safeguarding Procedures
- (g) In addition to the above, the role of the Safeguarding Coordinator is to
 - (i) Collate and clarify suspicions or allegations of abuse (whether or not it originates within AM) and determine appropriate procedures
 - (ii) Seek advice from the Churches Child Protection Advisory Service (CCPAS)
 - (iii) Pass information to statutory agencies (Social Service and police) with a legal duty to investigate if circumstances warrant this and if so advised
 - (iv) At all times communicate discreetly and liaise with the Trustees (see also section 4)
 - (v) Provide guidance for Trustees and LMs
 - (vi) The Deputy Safeguarding Coordinator shall act if the Safeguarding Coordinator is not available and if the Deputy Safeguarding Coordinator is also not available the BYM Safeguarding Officer shall act.

3. Prevention and Supervision

- (a) Local Meetings must document well-considered procedures to protect children and vulnerable adults against risks of physical, mental, and emotional harm. Safeguarding Coordinators can offer assistance, and Trustees and more experienced LM's can offer support in the preparation and implementation of such procedures. These procedures should be reviewed annually.
- (b) Procedures should be agreed with the Safeguarding Coordinator, should comply with this Policy and should address
 - (i) Local Meeting conditions: size, experience, building, numbers, unsafe areas and situations
 - (ii) How activities will be organised to minimise the potential for unjustified accusations or suspicion of abuse being raised against the Meeting or those supervising the activities of working with the children or vulnerable adults
 - (iii) How those who work with children and vulnerable adults become known, trusted and supported within the LM
 - (iv) How, when and with whom the LM procedures are discussed with a new volunteer
 - (v) How and when the whole meeting should compose and review the procedures
 - (vi) Advice and guidance from Quaker Life, CCPAS "Safe & Secure"
 - (vii) The inclusion of a list of local safeguarding contacts
- (c) All those who supervise activities for children or vulnerable adults in the absence of parents or carers must be formally appointed by the Meeting organising the activity: the appointment procedure must

include written self-declaration of suitability, written references and a satisfactory DBS/CRB Disclosure.

- (i) If an applicant's Disclosure certificate shows any convictions or cautions the appointment will be subject to a risk assessment by Quaker Life Approvals Panel. The Safeguarding Coordinator is responsible for initiating and overseeing this procedure on behalf of Area Meeting.
 - (ii) Quaker Life Approvals Panel may recommend that an appointment should be subject to conditions, in which case Area Meeting, through the Safeguarding Coordinator, Trustee for the meeting concerned and clerk of Trustees must be satisfied that these conditions can and will be met before the appointment is made. The Safeguarding Coordinator's responsibilities in these respects shall pass to the Deputy Safeguarding Coordinator if the proposed appointment is within the former's Meeting.
 - (iii) Disclosure information is confidential and must not be passed on other as indicated above
- (d) Adult helpers may be co-opted occasionally provided they are well known to the Meeting and are appropriately supported and supervised at all times. Unauthorised adults must not be given unsupervised access.
- (e) All activities must be appropriately planned and supervised. When parents and carers are not immediately available in person, (e.g. outings and residential trips)
- (i) Registration forms if parents or carers are not expected to be present shall include a request for information regarding participants' health conditions, of which the supervisor must be aware and which other leaders/adults must be aware to the extent that this is necessary for the health and safety of the child or vulnerable adult
 - (ii) The event leader must ensure that a First Aid kit and appropriate means of calling and/or reaching emergency services are available throughout
 - (iii) Any overnight event will need at least two formally appointed adults one male (appointed as above if boys take part) and one female

4. Responding to allegations/suspicion or admissions of abuse

Meetings may be the first to be told about, or witness evidence of abuse to vulnerable adults or children. It is essential that the following steps are taken

- (a) Under no circumstances should LMs or the reporter of allegations or suspicion or admission of abuse carry out his/her own investigation. This is a delicate task requiring skill and training.
- (b) Allegations, suspicions or admission of abuse should be referred promptly to the Safeguarding Coordinator or Deputy

- (c) Written records should be kept at all stages in the process including by the person initiating the process, and should be kept in a secure place
- (d) The Safeguarding Coordinator will collate information and clarify details where required
- (e) The Safeguarding Coordinator will seek advice from CCPAS as to the need to inform the appropriate authority.
- (f) The Safeguarding Coordinator will pass all information to the appropriate authority if so advised by the CCPAS(See Appendix 1)
- (g) The Statutory Authority will investigate the matter if appropriate
- (h) The Safeguarding Coordinator will be strict about disclosing the information to only those who need to know
- (i) The Safeguarding Coordinator will communicate with trustees
- (j) Trustees may be required to inform their insurers and the Charity Commission
- (k) No-one other than the Safeguarding Coordinator or deputy should communicate with the media and this only after taking advice from BYM's Press officer (See Appendix 1)

5. Responding to those affected by abuse

- (a) Allow the child or adult to speak without interruption
- (b) Advise that you will try to offer support but must consult others
- (c) Acknowledge that there will be strong feelings which may include guilt and isolation and that working through these feelings may be a long and complicated process.
- (d) Consult the Safeguarding Coordinator
- (e) Do not take further action yourself
- (f) OSAM Overseers will arrange appropriate support through statutory agencies
- (g) Trustees of OSAM are committed to encouragement and support for Meetings in their response to those affected by abuse

6. Working with offenders

When someone attending our Meetings is known to have abused children, or is known to be a risk to vulnerable adults

- (a) Overseers will supervise the individual concerned
- (b) Procedures for pastoral care will be arranged
- (c) Boundaries will be set for that person to minimise close contact or familiarisation with children or vulnerable adults
- (d) The boundaries may include a formal agreement
- (e) It is expected that agreements will be kept
- (f) There may be events where it is unsuitable for the person to attend

APPENDIX 1

CONTACT DETAILS FOR PEOPLE & ORGANISATIONS

Updated: January 2016

QUAKERS

1. **OSAM SAFEGUARDING COORDINATOR**

Jo Dobry; Oxford L.M. (updated 2015,)

phone: 01865 723636

email safeguard@osamquakers.org.uk

2. **OSAM DEPUTY SAFEGUARDING COORDINATOR**

Adrian Allsop, Abingdon L.M.

Phone: 01235 525158

email safeguard_deputy@osamquakers.org.uk

3. **Quakers in Britain Safeguarding Officer**

Michael Booth phone: 020 7663 1023

email michaelsb@quaker.org.uk

4. **Quakers in Britain Press officer (Media advice)**

Anne van Staveren phone: 020 7663 1048 or 07958 009703

email annev@quaker.org.uk

CHURCHES CHILD PROTECTION ADVISORY SERVICE (CCPAS)

(OSAM is a member of CCPAS entitling us to their advice and publications)

HELPLINE 0845 120 45 50

Address: PO BOX 133, SWANLEY, KENT BR8 7UK

Website: <http://www.ccpas.co.uk>

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LOCAL AUTHORITY & POLICE CONTACTS (updated, November 2015)

In any emergency involving safeguarding or abuse in any area, you may contact the Police on 999.

Otherwise, referral should be made to the appropriate authority in the area where the incident occurred.

1. **OXFORDSHIRE:**
Children or adults, contact
Oxfordshire Multi-agency Safeguarding Hub
tel: 0845 050 7666, or 0800 833 408 for out-of-hours emergencies

2. **SWINDON**
 - (a) Children
Swindon Local Safeguarding Children Board
tel: 01793 466903 (01793 436699 out of hours)

 - (b) Vulnerable adults
Swindon Adult Safeguarding Team:
tel: 01793 463555

3. **WILTSHIRE**
 - (a) Children
Wiltshire Multi Agency Safeguarding Hub (MASH)
tel: 0300 4560108 (08456 070888, out of hours)

 - (b) Vulnerable adults
Social Care Helpline :
tel. 0300 456 0111 (0845 607 0888, out of hours)