

**Leeds Area Quaker Meeting
of The Religious Society Of Friends**

Safeguarding of Children and Vulnerable Adults Policy

Revision July 2017

Introduction

The Policy and Practice Guidelines have been divided into five sections covering the ten *Safe and Secure* safeguarding standards as published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Quaker Life. Along with details of the organisation and a statement of intent and commitment to safeguarding, the Policy comprises the following sections:

Section 1. Place of worship / organisation details

Safe and Secure – Standard 1

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Safe and Secure – Standards 2 and 7

Section 3. Prevention

Safe and Secure – Standards 3 and 4

Section 4. Pastoral care

Safe and Secure – Standards 8 and 9

Section 5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

Appendix 1. Leeds Area Meeting safeguarding statement

Appendix 2. Summary of Leeds Area Meeting safeguarding statement for website

Appendix 3. Safeguarding Poster

Appendix 4. Local Meeting Contacts

Appendix 5. Roles in Safeguarding

Appendix 6. Practice Guidelines/Code of Conduct

SECTION 1 Details of the place of worship / organisation

Name of Organisation:

Leeds Area Quaker Meeting, The Religious Society Of Friends

Address (current Clerk to Trustees): Martin Ford 33 Shaw Lane Gardens, Guiseley, Leeds, LS20 9JQ

Tel No: 01943 879398

Email address: martin.fordfamily@talktalk.net

Membership of Denomination/Organisation:

Britain Yearly Meeting of the Religious Society of Friends (Quakers)

Charity Number: 1134542

Company Number: n/a

Regulators details (if any): Charity Commission

Insurance Company: Employer's liability, Public liability and products liability with Congregational and General Insurance plc, Currer House, Currer Street, BRADFORD, BD1 5BA. Tel 01274 700700.

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults.

Leeds Area Meeting consists of the collective worshipping groups and work of seven constituent Quaker Meetings:

Adel, Carlton Hill, Gildersome, Ilkley, Otley, Rawdon and Roundhay.

Individual Meetings may have arrangements for the care and education of children as part of their regular programme, all of which will be carried out in accordance with this Policy. Leeds Area Quaker Meeting may participate in and contribute to the activities of Quakers in Yorkshire and Britain Yearly Meeting of the Religious Society of Friends (Quakers); this may include children's activities arranged for specific events, all of which will be carried out in accordance with this Policy.

Our Commitment

As Leeds Area Quaker Meeting, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to:

all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from:

all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.

As the Trustees of Leeds Area Quaker Meeting, we have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Policy and attached Practice Guidelines are based on the ten *Safe and Secure* safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Quaker Life. Leeds Area Quaker Meeting undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
- provide on-going safeguarding training for all its workers and volunteers and volunteers and will regularly review the operational guidelines attached;
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive;
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults;
- file a copy of the Policy and Practice Guidelines with CCPAS and the local authority Leeds Safeguarding Board, Bradford Safeguarding Board and any amendments subsequently published. Leeds Area Quaker Meeting agrees not to allow the document to be copied by other organisations.

SECTION 2 Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need

of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse

Physical Abuse

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

Emotional Abuse

Emotional abuse 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

Sexual abuse 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 penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. 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

Neglect 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.

Signs and symptoms of abuse

Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

Physical Abuse

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for gym
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted

Emotional Abuse

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

Sexual Abuse

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone

Safeguarding awareness

Leeds Area Quaker Meeting is committed to on-going safeguarding training and development opportunities for all workers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis with Leeds City Council, CCPAS or, if possible, internally.

Leeds Area Quaker Meeting will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding To Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below shall be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of the three safeguarding coordinators

Peter Holmes	0113 279 3958
Liz Schweiger	0113 440 0736
Fiona Pacey	01943 863227

who are nominated by Leeds Area Quaker Meeting to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate all of the Safeguarding Co-ordinators then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Care. Where the concern is regarding an adult in need of protection, contact Adult Social Care or take advice from CCPAS as above.

Leeds Area Quaker Meeting has places of worship in two Local Authority Areas; Leeds City Council, and Bradford City Council. Telephone numbers are as follows:

LEEDS

The local Children's Social Care office (office hours): **0113 222 4403**

Out of hours emergency: **0113 3760469**

The local Adult Social Services office (office hours): **0113 222 4401**

Out of hours emergency: **0113 3760469**

The local authority designated officer (for concerns about workers) **0113 247 8652**

BRADFORD

The local Children's Social Care office (office hours): **01274 437500**

Out of hours emergency: **01274 431010**

The local Adult Social Services office (office hours): **01274 435400**

Out of hours emergency number: **01274 431010**.

The local authority designated officer (for concerns about workers) **01274 434343**

The West Yorkshire Constabulary Police Child and adult Protection Team: **0113 385 9576**

- Where required, the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination:
 - Safeguarding Officer Quaker Life: Gill Sewell, tel no: 020 7663 1000
 - Clerk of Leeds Area Meeting Trustees: Martin Ford 01943 879398
 - The Charity Commission may also need to be informed.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these Procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

- Leeds Area Quaker Meeting will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although Leeds Area Quaker Meeting hopes that members and attenders of the Area Meeting will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that Leeds Area Quaker Meeting demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed Procedures where there is a Concern about a Child

Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned 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, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- for lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection

Suspicious or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/ Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- if the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

Allegations of Abuse Against a Person Who Works With Children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

SECTION 3 Prevention

Safe Recruitment

The Leeds Area Meeting will ensure all workers and volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post

- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers and Volunteers and Volunteers Codes of Conduct

As Leeds Area Quaker Meeting, we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct towards children, young people and vulnerable adults. Leeds Area Quaker Meeting undertakes to follow the principles found within the *Abuse Of Trust* guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4 Pastoral Care

Supporting those affected by abuse

The Leeds Area Meeting is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

Working with offenders

When a Meeting becomes aware that someone attending one of our Meetings is known to have abused children, or is known to be a risk to vulnerable adults the Leeds Area Meeting will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. Two of the safeguarding officers will arrange to meet the person concerned within two weeks.

When a person who is known to have abused children, or is known to be a risk to vulnerable adults expresses a wish to commence attending a Meeting the safeguarding officers will arrange to meet that person before he or she begins to attend.

In this meeting they will ask for the name and contact details of the friend's 'Supervising Officer' – normally a Probation Officer. They will explain that it will be necessary to contact the police to draw up a risk assessment and contract.

They will make contact with the West Yorkshire Police Child and Public protection Unit and establish what risks the person may present, they will then draw up a contract with them, establishing safe parameters for their participation in the activities of Leeds Area Meeting of the Religious Society of Friends. It will clarify action to be taken should the contract be breached.

The Clerk of the Leeds Area Quaker Meeting Trustees will be informed of the situation. Beyond the Clerk, the information will be shared in a strictly limited way on a need to know basis.

SECTION 5 Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults, we wish to operate and promote good working practice. This will enable workers and volunteers and volunteers to run activities safely, develop good relationships and minimise the risk of false accusation. We have a code of conduct / practice guidelines document which is given to anyone working with our children. This is regularly reviewed and is attached as Appendix 6.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be

because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, which works with or has as its members children or vulnerable adults, as part of the letting agreement will have their own policy that meets legal requirements.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by:

A handwritten signature in black ink, appearing to read 'Martin Ford', written over a horizontal line.

Martin Ford, Clerk to Leeds Area Quaker Meeting Trustees

Date: 13 July 2017

APPENDIX 1 Leadership Safeguarding Statement

The Leeds Area Meeting of the Religious Society of Friends (Quakers) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Area Business Meeting on 14th July 2013.

This Area Meeting and its constituent Local Quaker Meetings are committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the Area and Local Meeting unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers and volunteers and volunteers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the Area Meeting that are affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters (Quaker Life, Friends House).
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures biannually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/ organisation:

Peter Holmes	Safeguarding Coordinator	0113 279 3958
Liz Schweiger	Safeguarding Coordinator	0113 440 0736
Fiona Pacey	Safeguarding Coordinator	01943 863227

A copy of the full policy and procedures is available from the Area Meeting Clerk

A copy of our safeguarding policy has been lodged with CCPAS and with the Denomination / Local Government Agency with Safeguarding responsibility:

- Quaker Life, Britain Yearly Meeting;
- Leeds City Council
- Bradford City Council



Signed:

Martin Ford, Clerk to Leeds Area Quaker Meeting Trustees

Date: 13 July 2017

Appendix 2 Leeds Area Quaker Meeting Safeguarding

Statement for Website

Leeds Area Meeting of the Religious Society of Friends (Quakers) is committed to providing safe and stimulating care and education to children and young people as a core aspect of its faith and ministry. It recognises that children and young people are vulnerable to abuse and ensures that its practice is regulated and provided for in adherence to our Safeguarding Policy.

Leeds Area Meeting also provides care to adults who may be vulnerable to abuse and is committed to providing a safe place of worship to all.

If any member, attender or visitor has any concerns about the wellbeing of any vulnerable adult, child or young person we urge them to make contact with one of the three safeguarding coordinators so that appropriate support can be provided.

Our Safeguarding Coordinators are:

Peter Holmes	0113 279 3958
Liz Schweiger	0113 440 0736
Fiona Pacey	01943 863 227

Welcome

to (INSERT) Local Meeting

Leeds Area Quaker Meeting of the Religious Society of Friends

We have policies in place to safeguard children and vulnerable adults. Our Safeguarding Coordinators are

Peter Holmes	0113 279 3958
Liz Schweiger	0113 440 0736
Fiona Pacey	01943 863 227

Please call them to discuss any safeguarding issues.

Leeds Area Meeting is covered by two local authority areas; Leeds, and Bradford. Should you wish to speak to a professional agency the contact details are:

	LEEDS	BRADFORD
Local Children's Social Care office (office hours)	0113 222 4403	01274 437500
Out of hours emergency	0113 3760469	01274 431010
Local Adult Social Services office (office hours)	0113 222 4401	01274 435400
Out of hours emergency	0113 3760469	01274 431010
Local Authority Designated Officer	0113 247 8652	01274 434343
W. Yorkshire Constabulary Police Child and adult Protection Team	0113 385 9576	

If you have any concerns or complaints about our safeguarding procedures you can contact the Clerk to LAQM Trustees, Martin Ford **01943 879398**

Appendix 4 Local Meeting Contacts

The role of these people is to maintain records of children in the care of the Meeting, and volunteers working with children. They are responsible for ensuring that the policy for appointment of volunteers is carried out as laid out in the Safeguarding Policy. They should also make sure that volunteers are aware of the Area Meeting's Safeguarding Policy and Code of Good Practice re Child Protection.

They should refer any issues or concerns re safeguarding immediately to the Safeguarding Co-ordinators and not investigate themselves.

Adel	Owen Claxton-Ingham	01943468 353
Carlton Hill	Gill Pearson	0113 217 2267
Gildersome		
Ilkley	Kate Graham	01943 605691
Otley	Joanna Guise	01943 463 351
Rawdon	Janet Davidson	01274 584 918
Roundhay	Penny Lomas	0113 273 1571

Appendix 5 Roles in Safeguarding

Area Meeting Safeguarding Coordinators

1. Meet to ensure Safeguarding procedures of Leeds Quakers are fit for purpose.
2. Offer advice and guidance to local meetings on Safeguarding matters.
3. Receive details from any volunteer working with children or young people who is reporting a suspicion of abuse. Ensure the volunteer has completed the “Responding to Abuse, Workers Action Sheet”. Pass details on to relevant authority. Support volunteer throughout the process.
4. In the case of a known sex offender wanting to attend one of the Area Meetings, meet with relevant people and draw up a contract to ensure this can happen safely.

Local Meeting Safeguarding Contact

1. Maintain records of volunteers working with children and young people on behalf of the Meeting. These records include a checklist that ensures that all volunteers have read, completed and received all of the necessary forms.
2. Maintain records of children and young people placed in the care of the Meeting’s Children’s Committee, ensuring that there are completed consent and information forms for all children and young people attending.
3. Maintain these records in a secure place to ensure confidentiality
4. Ensure that all volunteers are aware of the location of consent forms for new children and know they need to be completed before a child or young person can be left in the Meeting’s care.
5. Ensure that all volunteers are aware of the location of the “Responding to Abuse” workers action sheets and when to complete them. The Local Meeting Safeguarding Contact is not the person to deal with information on these forms; that is the role of the Area Meeting Safeguarding Coordinators. The Local Meeting Contact should, however, ensure such forms are completed and copies kept in a lockable cabinet.
6. Ensure that an “Event Information Sheet” is completed for any event undertaken by the Meeting where child care is provided – e.g. a residential weekend away.

This person could be the Children’s overseer, The Local Meeting Clerk, The Children’s Committee Convenor or an appointee of the Local Meeting.

Local Meeting Clerk

1. Verify, receive and store DBS disclosure forms (or DBS forms).
2. Liaise with Area Meeting Co-ordinators over any Safeguarding issues affecting the Local Meeting.

Appendix 6 Leeds Area Quaker Meeting Practice Guidelines and Code of Conduct for Volunteers Working With Children and Young People Re: Child Protection

WE RECOGNISE THAT ALL RELATIONSHIPS ARE UNIQUE. THE RELATIONSHIP BETWEEN CHILD/YOUNG PERSON AND VOLUNTEER MUST ALWAYS BE APPROPRIATE, FAIR AND SAFE AND NOT LEAD TO EMOTIONAL RELIANCE

It is important that you **DO**:

- Treat everyone with respect, and respect a young person's right to privacy.
- Plan activities so that you are not alone with a child or young person, or are at least in sight or hearing of others.
- Remember that your actions could be misinterpreted, however well-intentioned. Be aware that people may have different safe boundaries e.g. regarding hugging, touching etc.
- Encourage children and young people to feel OK to point out attitudes or behaviour they are not comfortable with.
- Be alert to any possibility of bullying, scapegoating, marginalisation etc within the group and strive to make sure each member is valued and respected.

It is important that you **DO NOT**:

- Make suggestive remarks or gestures, or play excessively rough physical contact games.

What should you do if you suspect a child is being abused emotionally/physically/sexually?

- Record any facts which support your suspicions on a workers action sheet
- Share any concerns with one of the area safeguarding coordinator as soon as possible. If you've not been able to make contact within 24 hrs, phone social services or the police.
- If the suspicions implicate all of the Safeguarding Co-ordinators then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS). Alternatively contact Social Services or the police. Contact details below
- If the child says anything to cause concern, record word for word
- **Do not attempt to investigate yourself**

If a child discloses abuse s/he has suffered:

- Allow the child to speak without interruption, do not ask leading questions
- Do not transmit shock, anger or embarrassment, keep calm.

- Tell them that you believe them
- Assure them you will try to help but that you will have to tell other people, say who this will be (area safeguarding coordinator)
- Record the facts, word for word, a.s.a.p. on a workers action sheet
- If you feel the child is at immediate risk of significant harm you must phone the police.

What happens next?

- Ensure no-one is placed in a position which could cause further compromise
- Safeguarding Co-ordinator will take the matter further

Contact Details

LAQM Safeguarding Coordinators:

Peter Holmes	0113 279 3958
Liz Schweiger	0113 440 0736
Fiona Pacey	01943 863 227

Childline 0800 1111 (free)

Churches Child Protection Advisory Service (CCPAS)

PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11

www.ccpas.co.uk

Leeds Area Quaker Meeting is covered by two local authority areas; Leeds, and Bradford. Should you wish to speak to a professional agency the contact details are:

	LEEDS	BRADFORD
Local Children's Social Care office (office hours)	0113 222 4403	01274 437500
Out of hours emergency	0113 376 0469	01274 431010
Local Adult Social Services office (office hours)	0113 222 4401	01274 435400
Out of hours emergency	0113 376 0469	01274 431010
Local Authority Designated Officer (for concerns about workers)	0113 247 8652	01274 434343
West Yorkshire Constabulary Police Child and adult Protection Team	0113 385 9576	