

# **Quakers in Scotland**

## **The Religious Society of Friends (Quakers) in Scotland**

### **SC054060**

Quakers in Scotland exists to further the work of the Religious Society of Friends (Quakers) in Scotland. It is the charitable body that serves and supports the constituent Quaker Meetings throughout Scotland who provide opportunities for Quaker worship and witness. It is funded by contributions from its members and attenders and income from Quaker activities.

#### **Scottish Quaker Safeguarding Guidance**

**(approved by Trustees 30th March 2026)**

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## Introduction

*‘Careful listening is fundamental to helping each other; it goes beyond finding out about needs and becomes part of meeting them. Some would say that it is the single most useful thing that we can do. Those churches that have formal confession understand its value, but confession does not have to be formal to bring benefits. Speaking the unspeakable, admitting the shameful, to someone who can be trusted and who will accept you in love as you are, is enormously helpful’.*

### Quaker Faith and Practice, chapter 12.01

Safeguarding within a Quaker Meeting is not a new concept. As the above passage within our Book of Discipline makes clear, loving and practical concern for the welfare of all is fundamental to the life of our Society. It stems from our testimonies to that of God being within everyone, to the equality of all before God, from our mutual desire to live and grow in the spirit of Christ.

We aim to ensure that all within our Meetings are enabled to grow in their spiritual lives, to feel open to the Spirit and to each other. We aspire to ensuring that all feel that they are truly cared-for. We recognise that this requires ongoing effort.

Our care for the physical, spiritual and emotional well-being of the children of the Meeting, for those adults deemed to be vulnerable, and for those Friends with responsibilities for them stems from this spiritual basis. It is grounded in the love and commitment of Meeting and its testimonies. Eldership and pastoral care are functions for which we are all responsible, Church discipline and loving concern rightly underpin our life, along with a concern for the safety and well-being of all

Society in general has a better awareness of the need to be vigilant and to recognise when anyone is suffering abuse of any kind. This of course applies to children and young people and vulnerable adults but also any adult irrespective of their vulnerabilities. This care is ensured and provided through legislation and state-provided services. The Religious Society of Friends (Quakers) views its participation in such processes of care and support as a responsibility stemming from its own spiritual values. Good intentions are not enough.

Safeguarding is far more than a “rules and regulations” issue. It can be placed firmly within our commitments to spiritual growth, pastoral care, honesty and transparency in the life of our community. Acceptance of its policies and guidelines by a Quaker Meeting or group can be seen as a desire to care for all of its members, and as a tool for ensuring their safety.

It is from these positions that we have compiled this policy and its supporting guidelines. We hope that Friends in Scotland will be able to unite with us in our desire that all are held safely within our Meetings, that all are informed about right processes, and that we approach this work in a spirit of care and commitment.

### ***How to use this guidance***

The guidance is divided into sections designed to make it easy for users to find the information they need, depending on their circumstances and the issue on which they need information. So far as possible, forms are at the end of the section to which they relate.

Although the first two sections define abuse and give guidance on what to do if it is suspected, our aim is to create a positive safeguarding culture that minimises the possibility of abuse by following the approach set out in the following sections of this guidance.

## Section 1 - What we mean by abuse and warning signs

Our safeguarding policy defines a **child or young person** as anyone under the age of 18. **'Adults at risk'** are defined in the Adult Support and Protection (Scotland) Act 2007 and have special legal protection. They are those who are unable to safeguard their own interests because they are affected by a disability, mental disorder, illness or physical or mental infirmity which makes them more vulnerable to harm than adults not so affected, including physical, psychological, financial or sexual harm.

References in this guidance to **pastoral Friends** are to the role formerly known as 'Overseer'.

Abuse can take many forms, some of which are more obvious than others. It may take place in a family, institutional or community setting and includes the failure to prevent harm as well as positive actions. The abuser may be someone known to the victim, or more rarely, a stranger. A child may be abused by another child or children, or by adults.

While 'Protected Adults' are a specific category, any adult may experience abuse and we aim to provide support and pastoral care to all in our community. Sometimes this may involve reference to the Safeguarding Coordinator (see section 2). For those over 18, such a referral should normally have the consent of the individual, unless anyone else is at risk of harm. Pastoral Friends will consider sensitively how support can best be provided.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm. It includes inappropriate restraint or physical sanctions. Physical harm may also be caused by misuse of medication or when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional and psychological abuse:** may involve denigration or humiliation, threats of harm or abandonment, deprivation of contact, blaming, controlling, intimidation, coercion, harassment, verbal abuse, bullying in person or online, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Children are particularly vulnerable to emotional abuse which may cause severe and persistent effects on the child's emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. Such abuse may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 or the exploitation or corruption of children.

**Sexual abuse:** includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault. In the case of an adult it also includes any sexual acts to which the adult has not consented or was pressured into. In the case of a child it may involve enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of

what is happening. It may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. See Sexual Offences (Scotland) Act 2009.

Child sexual exploitation is a specific form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect:** the persistent failure to meet basic physical, emotional and/or psychological needs. It may include ignoring such needs, failure to provide access to appropriate health care and support or educational services, lack of adequate supervision of a child or 'adult at risk' or the withholding of the necessities of life, such as medication, adequate nutrition and heating. Self-neglect may affect others.

**Other categories of abuse:** these include domestic violence and so-called honour based violence; coercive control; modern slavery and human trafficking; spiritual abuse, where someone in a position of religious authority uses this to coerce an individual; financial abuse; organisational abuse - harm due to neglect or poor professional practice in an institution such as a school, hospital, care home or home care service; and discrimination - harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

The UK Government's Prevent Strategy regards extremism as a form of abuse where vulnerable people - including the young - are unduly influenced in a way that sows division between communities on the basis of race, faith or denomination; justifies discrimination towards women and girls; persuades others that minorities are inferior; or argues against the primacy of democracy and the rule of law in our society. Quakers accept that where such influence promotes and encourages violence or coercion, it amounts to abuse. The Government Guidelines are available here -

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

The above are examples of abuse and are not an exhaustive list.

## **1.1 Warning signs of abuse in children**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### ***Physical abuse***

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc without an accidental explanation
- Cuts/scratches/substance abuse (may indicate self-harming)

### ***Sexual abuse***

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters or detailed knowledge of sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares
- Eating disorders - anorexia, bulimia

### ***Emotional abuse***

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### ***Neglect***

- Under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

## **1.2 Warning signs of abuse in adults**

The following signs could be indicators that abuse has taken place

### ***Physical abuse***

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Loss of hair, loss of weight or change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Appears frightened or subdued in the presence of a particular person or people

### ***Sexual abuse***

- Pregnancy in a woman who lacks mental capacity to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming, emotional distress, mood changes or disturbed sleep patterns

### ***Emotional abuse***

- Changes in mood e.g. withdrawn, subdued, agitated, anxious, tearful, low self-esteem
- Unexplained paranoia, confusion or disorientation
- Changes in sleep pattern, persistent tiredness or loss of appetite
- Implausible stories and attention seeking behaviour

### ***Neglect***

- Deteriorating despite apparent care
- Lack of medication or medical intervention
- Poor home conditions, clothing or care and support.
- Person looking unkempt or dirty and has poor personal hygiene
- Hoarding inside or outside a property (self-neglect)

### ***Other abuse***

- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney
- Disparity between assets and living conditions
- Person puts themselves down in terms of their gender or sexuality, or other protected characteristics (discrimination)
- Abuse may be observed in conversations or reports by the person of how they perceive themselves (discrimination)

## Section 2 - What to do if abuse is reported or suspected

As a Quaker community, safeguarding is the responsibility of everyone. A child or adult may disclose something directly to you, or say something that leads you to suspect abuse, or a third person may say something that leads you to suspect abuse is occurring. This may be abuse in the course of a Quaker activity or abuse in a family or other setting.

For children and 'Adults at Risk' the appropriate action will be to report your concerns to the Safeguarding Coordinator even if you are not sure of the facts or the seriousness of the issue. (but see section 5.2 for advice about obtaining consent for this from adults). **You should not attempt to investigate the matter yourself.**

Adults who do not fall within the definition of 'Adult at Risk' can still experience abuse and may need support and pastoral care. The Area Meeting takes any form of abuse seriously. Concerns about an adult who is not an 'Adult at Risk' should be passed on to pastoral Friends. (See section 5 for further advice).

Exceptionally, if it appears that a child or any adult is in immediate danger, you may need to take action to report the matter to the authorities yourself.

### 2.1 Reacting to a disclosure

The 5Rs are a useful way to remember the essential elements when handling a disclosure. They are:

#### **Receive**

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without judgement.
- Take it seriously.
- Let the person tell their story and don't push for information.
- Do not ask leading questions.

#### **Reassure**

- Reassure them that they are right to disclose.
- Explain that you will have to pass their information to the Safeguarding Coordinator, who will make sure the matter is dealt with appropriately.

#### **Recognise**

- Be alert to signs and symptoms of abuse.

#### **Respond**

- Emphasise to the individual that they have done the right thing in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.
- Use open questions (e.g. use phrases like 'tell me about...', or 'explain to me...')
- Avoid closed questions (ie, those that can be answered 'yes' or 'no'.)
- Do not investigate, interrogate or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

### **Refer**

- Report concerns as soon as possible and within 24 hours directly to the QiS Safeguarding Coordinator or QiS Deputy Safeguarding Coordinator/s (see poster p49 for contact details).

## **2.2 Emergency situations**

If you are unable to contact the Safeguarding Coordinator immediately and a child is afraid to return home or you think a child is in immediate danger, do not delay - call the police on 999 straight away or alert the local authority Children's Social Care out-of-hours service. Do not discuss with parents/carers as this could jeopardise an investigation.

If you think an adult is in immediate danger, particularly an 'Adult at Risk', you should similarly call the police or Adult Social Care. Where there is no immediate danger, you should instead contact local Pastoral Friends. Victims should be pointed to sources of support and the authorities only involved with the consent of the individual unless they are incapable of giving consent or others are at risk. (See Section 5)

## **2.3 Serious situations**

If there is no immediate danger to a child or 'adult at risk', but you (the person raising the concern) are clear that the matter needs to be reported to Children's/Adult Services or the Police, then you should raise the concern directly if it will avoid delay, and then inform the Safeguarding Coordinator.

## **2.4 Reporting to the Safeguarding Coordinator**

In serious cases you should report your concerns to the Safeguarding Coordinator as soon as possible and in any case within 24 hours. You may consult another Quaker (such as a Pastoral Friend or an Elder) but the number of people involved should be kept to a minimum and this should not be allowed to delay reporting to the Safeguarding Coordinator.

If the Safeguarding Coordinator is not available, or if the suspicions in any way involve the Safeguarding Coordinator, then report to a QiS Deputy Safeguarding Coordinator, or to a QiS Trustee. If they are unavailable, or involved, contact the BYM Safeguarding Officer or Thirtyone:eight's helpline on 0303 003 1111 or Parentline Scotland 08000 28 22 33 and subsequently inform the QiS Safeguarding Coordinator (unless involved).

Even if you have spoken to the Safeguarding Coordinator, it is important to provide a written record of the incident or concern. A report form is attached (Form 2A) and the Safeguarding Coordinator will advise whether it is appropriate to use this or report in some other written form.

The form is intended to indicate the information that would be useful, but guard against interrogating the person making the disclosure or trying to establish the facts yourself. You should just enter what you have been told. Keep the form secure until you can pass it to the Safeguarding Coordinator.

## **2.5 Raising concerns directly with the statutory authorities**

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight or Parentline Scotland. However, QiS hope that Quakers will use our internal procedure in non-urgent cases. The Safeguarding Coordinator should be notified in all cases, even if they were not available initially (unless they are implicated in which case use the process below).

If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator as to the appropriateness of a referral they are free to contact an outside agency direct.

We hope by making this statement, we demonstrate our commitment to effective safeguarding and the protection of all those who are vulnerable.

## Form 2A Initial disclosure/concern reporting form

This form is for use by the person who received the disclosure or raised the concern. It is confidential within the terms of the QiS Safeguarding Policy and Procedures.

Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information all information concisely. Record the disclosure verbatim. Do not try to interpret.

Completed by (name):	
Event/premises:	
Role at event/premises:	
Contact details: Address Telephone number(s) Email	
1. Date and time of disclosure/incident causing suspicion:	
2. Name and age of the children, young people or adults involved :	
3. Details of adult or young person (if any) named as perpetrator:	
4. Name, age and contact details of any witnesses:	

5. If person named in section 3 or 4 is a child or young person please give the names of their parents or legal guardians:

6. Please record details of the disclosure or the incident causing suspicion. In relation to disclosure, please do not interpret the information given to you. It is important that you use the same language as the child / young person / adult involved. Do not paraphrase or summarise. Please continue overleaf or on additional sheets if needed.

Details:

7. Action Taken (including person/people/organisations contacted):	
Signed:	
Date:	Time:
Name of the Safeguarding Coordinator to whom you pass this form:	
<i>See the policy document or the poster for details of the Safeguarding Coordinator</i>	
Date form passed to Safeguarding Coordinator:	
Signed by Safeguarding Coordinator:	
Date:	Time:

This form should be stored in a secure place and considered in relation to the section 8 of this document about record keeping. All notes made at the time should be kept with this form.

## **2.6 Action by Safeguarding Coordinator when abuse is reported or suspected**

In any case where abuse is suspected to have occurred during activities run by a Quaker Meeting, steps should be taken promptly to ensure the children's volunteer, or other Friend accused of abuse ceases to act in that role until the matter is resolved. Where abuse is confirmed, it should normally result in permanent removal from that role. The Safeguarding Coordinator should ensure the above in conjunction with the QiS/LM Clerk. In some cases it may be necessary to contact the statutory authorities (see below).

### ***Allegations of physical injury, neglect, emotional or sexual abuse of a child:***

If a child has a physical injury without a satisfactory explanation, a symptom of neglect or there are concerns about emotional or sexual abuse, the Safeguarding Coordinator/Deputy will:

- Seek medical help if needed urgently, informing the medic of any suspicions.
- Contact the local authority Safeguarding Children team for advice on what further action should be taken (and/or the police in the case of suspected sexual abuse).
- Avoid telling parents or carers unless advised to do so by the local authority Safeguarding Children team. This is to avoid evidence being destroyed, perpetrators being alerted or people being silenced with threats or other coercion.

If the child is not judged to be at the risk of significant harm, the Safeguarding Coordinator should consider alternative forms of support and help the child/family access these. These could include GP, Child and Adolescent Mental Health Services, Counselling, Health Visitor and Children's Services.

If in doubt about any action to be taken, the Safeguarding Coordinator should seek advice from the BYM Safeguarding Officer, Children's Social Care, Parentline Scotland, or Thirtyone:eight.

### ***"Positions of Trust" in relation to sexual relationships***

"Positions of Trust" is a term used in the Sexual Offences (Scotland) Act 2009. The term does not cover religious settings or sports settings, although this is under review. This is different to the law in England and Wales.

Teachers, college lecturers and staff in local authority children's homes are in "Positions of Trust" and it is a criminal offence to enter into a sexual relationship with someone in their care who is below the age of 18 even if the relationship is consensual and the child is over 16. Parents, including step-parents, adoptive parents and separated parents are also in a "Position of Trust" in relation to those for whom they have or once had parental responsibility. Children's volunteers or other role-holders within a Quaker meeting do not legally hold "Positions of Trust".

Any allegations which come to our attention regarding someone in a "Position of Trust" being in a sexual relationship with someone under 18 should be reported to the police. Any such allegations regarding a Quaker role-holder should be reported to the Safeguarding Co-ordinator.

### ***Concerns about abuse of adults***

If there is concern, suspicion or an allegation of abuse or harm of an 'Adult at Risk', including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse, the Safeguarding Coordinator/Deputy will:

- If the adult is in immediate danger or has sustained a serious injury, contact the emergency services, informing them of any suspicions.

- Discuss the matter with the referrer. Is anyone else at risk of harm? Has the person given consent for the referral? Give advice about support organisations.
- If appropriate contact the local authority team who have responsibility for Safeguarding Adults. Alternatively, contact the BYM Safeguarding Officer, Action on Elder Abuse, or Thirtyone:eight for advice.

See Section 5 for advice on consent from AgeUK. The need for consent and engagement arises from the need to allow adults with mental capacity to have control over their lives, and because without it actions by outside bodies could increase the risks of harm.

Concerns about an adult who is not an 'Adult at Risk' should be discussed with the Pastoral Care Team. Is anyone else at risk of harm? Has the person given consent for the referral? Any intervention or offer of support by Pastoral Friends needs to be handled sensitively.

If there is a concern about spiritual abuse, the Safeguarding Coordinator will:

- Contact the BYM Safeguarding Officer or Thirtyone:eight to take advice.
- Work with the Pastoral Care Team to identify support services for the victim e.g. counselling or other pastoral support if they want these.

### ***Sharing Information and Record Keeping***

If it is established that someone holding PVG membership has committed abuse or there are serious concerns that this is the case, there is a legal requirement to inform Volunteer Scotland. The General Data Protection Regulations (GDPR) and Data Protection Act 2018 are not barriers to justified information-sharing, particularly where the welfare of a child or 'Adult at Risk' is concerned is concerned.

If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. They will then determine whether and what information should be passed to:

- the Office of the Scottish Charity Regulator (as a serious incident),
- QiS's insurers (because of possible legal action),
- other Trustees (because of wider implications).

Any allegation of a sexual relationship between an adult and a child under 16 must be reported to the police. See also "Positions of Trust" above.

An information-sharing agreement is in place between Thirtyone:eight and Britain Yearly Meeting (BYM) which allows for the BYM Safeguarding Officer to receive a copy of any advice offered by Thirtyone:eight to Area Meetings, based on the consent of the caller. The BYM Safeguarding Officer will support the AM Safeguarding Coordinator if required.

Suspensions or incidents must not be discussed with anyone other than those named above. The Trustees will support the Safeguarding Coordinator/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. The Safeguarding Coordinator should record the action taken in response to any report of a safeguarding concern on Form 2B overleaf. This should be kept safely in accordance with Section 8 of this Guidance.

## Form 2B Safeguarding Coordinator's Disclosure Reporting Form

***This form is for use by the Safeguarding Coordinator.***

This form is confidential as detailed in Section 2 of the Scottish Quaker Safeguarding Guidance.

**Note:** Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. Record the disclosure verbatim. Do not try to interpret.

Event/premises:
Role at event/premises:
Contact details:
1. Details of incident:
2. Action taken: (if no action was taken, state reasons)
3. Who did you report the incident to: (give names and contact details) a) Outside agencies b) Parents/guardians c) Other (state within or outside the organisation)
4. Any other relevant information:

5. Outstanding tasks, who responsible and timescale:

Signed:

Date:

Time:

This form should be stored in a secure place and considered in relation to the guidelines on confidentiality.

All notes made at the time should be kept with this form.

## Section 3 - Holding Children's Meetings

This section describes procedures and good practice for children's meetings when they are held concurrently with Meeting for Worship, and when each child has a parent or responsible adult on the premises. In this section, all further references to parent(s) include the child's responsible adult where appropriate.

All those regularly working with children will be appointed using safer appointment procedures – see section 6 for more details. Other Friends (including parents) may assist on an ad hoc and occasional basis but there must always be at least one approved children's volunteer present.

It is recommended that where possible external visibility of the children's area should be maximised to ensure safety.

### 3.1 Role description for approved children's volunteer

#### *Approved volunteers will:*

- Provide a safe and enjoyable environment in which children can interact positively and experience a Quaker community.
- Contribute using pre-prepared materials, and from their own experience.
- Keep an attendance register with the names of the children and helpers, and complete a brief diary of the events of each meeting.
- Receive an induction. Facilitators will receive additional support during the first three months of appointment with another Friend acting as mentor.
- Undertake safeguarding training initially, and a refresher at least every three years.
- Follow the Code of Good Practice (section 6) and any local arrangements.
- Be aware of the local meeting's health and safety assessment for children and young people, and arrangements in place.
- Record any accidents or injuries using Form 4A (section 4).
- Contribute to reviews on how arrangements for children's meetings are working.

### 3.2 General Guidance for approved children's volunteers

- Don't pass on any personal or social media contact details.
- Where photos or videos might be taken, ensure that written consent from the parent is obtained in advance.
- If a child appears to be in discomfort or in need of personal care, ask a helper to summon the parent

### **3.3 Guidelines for parents**

- Parents are asked to tell the children's meeting coordinator/convenor of children's committee about any particular needs or sensitivities of their child.
- Parents of younger children are encouraged to remain with them for as long as is necessary.
- Parents are expected to remain available to assist with their children if required throughout children's meeting and are responsible for them before and after children's meeting.
- If a child becomes difficult to manage so that the safety of that child or other children becomes a concern, or so that the continued shared enjoyment of the activities becomes problematic, the parent of that child may be asked to take over responsibility and remove the child or assist in the children's meeting.
- Approved children's volunteers are not expected to provide personal care (eg toileting, feeding, washing, first aid) for any child, except in an emergency.

### **3.4 Supervision**

Each group of children will be supervised by at least one approved children's volunteer who has been safely appointed and has PVG scheme membership, and by at least one other person, either approved volunteer or ad hoc helper, including parents.

So far as practicable, the recommended ratios will be followed:

- one additional person for every three children under two years old
- one additional person for every four children aged two years old
- one additional person for every eight children aged three to eight years old.
- one additional person for every 10 children aged over eight years old.

Consideration will be given to the age mix and maturity of the children, and to the type of activity and potential risks. If children are to be taken out of the premises during children's meeting, parents must be informed of this in advance and give their consent.

If, despite always planning for two supervisors for each group, a second person is not available on the day, then choose the most appropriate of the following. This depends on the context and risk assessment:

- Join groups together in the same room
- Keep a door open between two rooms
- Bring the children into the same room as adult activities
- Cancel the activity

If other adults are available in the same building nearby for emergencies, consider allowing the group to run with one safely appointed adult with PVG scheme membership - in exceptional circumstances not routinely.

### **3.5 Parent not present**

Young people may attend either Meeting for Worship or the children's meeting without their parent or responsible adult being on the premises, but in the case of those under 16, this must be with prior notice and the agreement of the approved children's volunteer. In such a case, the parent must complete Consent Form 4B (section 4) in advance.

### **3.6 Meetings with no regular children's meeting**

Some local meetings may have no regular children's meetings. They may have children visiting on an irregular basis, and it must be our aim to encourage families to join our local meetings. So these meetings should have plans for welcoming children.

A very useful starting point, with lots of helpful ideas, is the BYM Children & Young People's resource '*Being ready for children*', here:

<http://www.quaker.org.uk/documents/cyp-resources-for-children-being-ready-for-children-september2017>

If there are insufficient approved children's volunteers with PVG scheme membership, consider the options in section 3.4 above. Children could be included in the adult meeting with some of the quiet resources described in '*Being ready for children*'.

## Section 4 - Organising other events for children and young people

Sometimes QiS or a Local Meeting may arrange a special event or outing including children. This may be a day outing, involve sleeping overnight or be a longer residential event. This section includes some general advice for such occasions when children's activities are organised without the parents/responsible adult being present. In this section, all further references to parent(s) include the child's responsible adult where appropriate.

### 4.1 Responsibilities of Organisers

- In most cases, QiS or the LM will have its own more detailed policy manual dealing with the specific circumstances of the event. Outings and residential events must be risk assessed (form 4C attached) and parents must be asked to complete consent form 4B attached. Someone must be designated as having overall responsibility for the event and for residential events there must also be a designated safeguarding co-ordinator.
- All those working with children will be appointed using safer appointment procedures – see section 6 for details. Children must not be left in the sole charge of helpers who lack PVG membership.
- At longer/residential events for teenagers, specific boundaries should be negotiated with young people regarding legal and illegal substance use and sexual activity. Young people not keeping to these boundaries may be asked to leave the event and their parents informed accordingly.
- Young people under 16 must not be allowed to leave the event venue without an adult worker or parent present and in the venue should be within sight or sound of an adult at all times. If young people over 16 leave the event, parents should be advised.
- The role description for approved children's volunteer and supervision requirements in section 3 and code of good practice in section 6 will apply for these events also. But there is an increased possibility that a child may require personal care (eg help with medication) and so all volunteers should receive training in this.
- Any trips outside the meeting and particularly overnight stays will be appropriately risk assessed (Form 4C).

### 4.2 Personal care guidelines

When providing personal care:

- Involve the child in the intimate care. Always avoid doing things for the child if they are able to do it for themselves.
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. Never do something unless you are sure how to do it. If in doubt, ask.
- Be aware and responsive to the child's reactions. Always check your practice by involving and talking to the child such as, 'can you wash there?'
- If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling or if a child is accidentally hurt during intimate care, misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the person responsible for the event.

Only in an emergency would a worker undertake any aspect of intimate care outside of what is normal that has not been agreed by the parents. Such acts of personal care should be reported to the person responsible for the event and parents at the earliest possible time and recorded on an incident form.

It is unacceptable for those working with children and young people, and therefore in a position of authority, to abuse that position by engaging in any behaviour which might allow a sexual relationship to develop.

### **4.3 Communications**

Organisers of an event should not communicate directly with children and young people prior to or after the event unless:

- For young people age 16 and above, the parents are aware of the existence of such communications and have no objection.
- For young people under 16, the parents have been specifically informed of such communications, agreed to the contact via consent form 4B and are copied in to all communications

### **4.4 Guidelines for parents**

- Parents are asked to complete Information and Consent Form 4B in advance.
- Parents of younger children are encouraged to remain with them for as long as is necessary.
- If a child becomes difficult to manage so that the safety of that child or other children becomes a concern, or so that the continued shared enjoyment of the activities becomes problematic, the parent of that child may be asked to remove the child.
- Young people not keeping to the boundaries and rules may be asked to leave the event and their parent will be informed of the reason for this action.

### **4.5 Use of images**

Publication of identifiable images of children, in particular of faces, has significant implications for both child protection and personal privacy. If a meeting does wish to do so, written consent from the parent must be obtained in advance by the event organiser for every child involved and on every such occasion.

## Form 4A                      Accident / incident report form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Form completed by: \_\_\_\_\_

Address \_\_\_\_\_ Phone no \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Summary of the accident/incident (give contact details of those directly involved):

Who else was helping with the group? (Give contact details)

Who else witnessed the event? (Give contact details and ages if children)

What action have you taken, or would you recommend, to prevent a recurrence of the incident?

Who else needs to be informed?

Signed \_\_\_\_\_ Date \_\_\_\_\_

Form seen by LM Clerk or event organiser:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Form 4B Information and Consent Form for children/young people

Quaker Meeting:

Full name of child/young person

Date of Birth:

Address:

Details of any regular medication, medical issues (e.g. asthma, epilepsy, diabetes, dietary needs, allergies, etc.), dietary needs or additional needs/impairment which may affect activity:

*If using only for a Children's Meeting or equivalent, ignore this box*

Name of GP:

GP Tel No:

GP Address:

NHS No:

Date of last anti-tetanus injection

Name of Parent/Responsible Adult:

Tel No: Daytime & Evening:

Mobile(s):

Additional contact (eg grandparent etc or other holding parental responsibility)

Name:

Relationship:

Tel no:

Mobile:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name:

Tel No:

Address:

Mobile:

## Consent (Form 4B continued)

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other approved adults and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. Scottish law allows a doctor to decide if a child has the capacity to give consent to treatment. Where the child is too young to have capacity and parents are not available, the doctor may still provide necessary emergency treatment if it is in the child's best interests. However, the parent should be contacted and advised of the situation as soon as possible.

I understand that:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical treatment as necessary.

## Communicating with children & young people

Although use of screens and phones is discouraged during an event, it is important we can contact your child/young person prior to the event to keep them fully informed.

We ask your permission to do this and for you to say their preferred method of communication:

I give permission for my child and the approved youth/children's volunteers to communicate using

**telephone\* text\* mobile\* email\* internet\* social media\*** (\*delete forms of communication you do **not** want your child contacted by.)

**Signed:** (parent/RA)

Adult name:

Date:

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent. If you would like to withdraw consent or have any further questions about the information we hold about you, **please contact:**

by (email): \_\_\_\_\_ (phone) \_\_\_\_\_

**Form 4C Part 1: Activity risk assessment form**

<b>Organisation</b>			
<b>Activity</b>		<b>Location</b>	
<b>Date of Risk Assessment</b>		<b>Frequency</b>	
<b>Responsible Leader/s</b>			

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

## Form 4C part 2: Event or premises information form

<b>Event/Activity</b>		
<b>Venue Address</b>		
<b>Venue contact number</b>		
<b>Do you have an 'In Case of Emergency' contact for all group members?</b>	Yes / No	
<b>Safeguarding Coordinator</b> (for this event - on site)	Name	
	Mobile	
<b>Deputy Safeguarding Coordinator</b> (for this event - on site)	Name	
	Mobile	
<b>Responsible Person for Event</b> (overall in charge of event)	Name	
	Role	
	Mobile	
<b>Off-site Safeguarding Officer</b> (eg QiS Safeguarding Coordinator)	Name	
	Role	
	Mobile	
<b>Insurance contact</b>	Name	
	Role	
	Mobile	
<b>Designated private space:</b>		
<b>Helpline contacts:</b>		
<b>BYM Safeguarding Officer</b>	0207 663 1103	
<b>Thirtyone:eight</b>	0303 003 1111	
<b>Local Authority contacts:</b>		
<b>Local Authority contact for Children &amp; Young People</b>		

## Section 5 - Guidance for Pastoral Care Teams

Members of the Pastoral Care Team, traditionally called 'overseers' are here referred to as Pastoral Friends.

### 5.1 'Adults at risk'

Safeguarding responsibilities are specified in the Adult Support and Protection (Scotland) Act 2007. It defines 'Adults at Risk' as adults who:

- are unable to safeguard their own well-being, property, rights or other interests,
- are at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

All three criteria must be present. Harm can be harm by others or self-harm. The pastoral care team need regularly to consider whether anyone in the Meeting meets this definition.

There is a legal definition of 'regulated work' with 'Adults at Risk'. This involves carefully defined types of service and activities. Details can be found at <https://www.volunteerscotland.net/wp-content/uploads/2025/03/Holding-a-Position-of-Responsibility-Regulated-Role-Guidance.pdf>

<https://www.mygov.scot/pvg-scheme-regulated-roles-guidance>

**Our Meetings do not provide support within this definition, so Pastoral Friends do not require, and are not eligible for, PVG membership.**

It is unwise for personal support to an 'Adult at Risk' to be left to a single Friend - a minimum of two should always be involved. This does not apply to minor practical assistance.

### 5.2 All adults

Pastoral Friends must follow the Code of Good Practice in Section 6. Section 2 above describes procedures to be followed if anyone suspects abuse of an adult, or receives a disclosure. In the case of any adult, if the adult is in immediate danger or others are at risk or if abuse is suspected to be occurring at a Quaker event or the perpetrator is another member of the Meeting, the Pastoral Team must seek advice from the Safeguarding Coordinator.

Where it is suspected that an adult Friend is subject to abuse (for example domestic violence or coercive control), Pastoral Friends should have regard to the following valuable advice from AgeUK on good practice regarding consent. It is written with reference to older people, but has wider application.

#### ***“What should I do if I suspect abuse or neglect?”***

*If possible, it is always best to discuss any concerns you have with the older person and obtain their agreement, where possible and safe to do so, before you report abuse. If the person has the mental capacity to make decisions about their own safety, but does not want you to tell anyone what is going on or take matters further, you have a difficult decision to make.*

*If you feel that the person has mental capacity, but is unable to make a decision because they are being coerced by the abuser or subject to undue influence or duress, for example in a domestic situation, think carefully about what is best for them.*

*Sometimes it is right to seek support without the consent of the individual if they are still at risk or the perpetrator of the abuse may also be putting other people at risk.” Extracts from “Safeguarding Older People from abuse and neglect” – **AgeUK** factsheet 78.*

### 5.3 Personal finances

Sometimes a Meeting is asked to assist or advise with personal finances. This poses significant risks for both parties and should generally be avoided, unless there are clear guidelines in place. These should include arrangements to ensure that the support is provided by a responsible Friend in communication with the Pastoral Team, with at least two Friends working together. (The person should not be an 'Adult at Risk').

The above does not apply to private arrangements made between two individuals.

### 5.4 Adults in times of stress

Pastoral care in a Quaker meeting will include matters that are part of the everyday nurture of the Meeting community, such as support for elderly Friends and those experiencing distress. These are not normally subject to legal provisions on safeguarding, but they are an important aspect of sustaining our community.

The book "With a tender hand – a resource book for eldership and oversight" (Zelie Gross, Quakerbooks 2015) contains an excellent chapter with advice on various support needs. She writes:

*"The demands of providing appropriate care for particular circumstances can feel quite challenging, and might require Friends to become aware of relevant good practice and resources – but essentially all the approaches discussed previously still apply. We are not expected to be specialists in anything, just good caring Friends who are willing to do our best in a loving spirit."*

The book has sections on the following themes:

*"Living with disability*

*Each person living with disability has unique needs and we will ask individual Friends to let us know what they are... A Meeting will want to ensure the best provision for inclusion and accessibility that is possible in its circumstance..."*

*"Illness or infirmity*

*The needs of a housebound Friend will probably include regular and friendly contact including social visits, though we should not assume this...*

*Physical illness often brings emotional upset... Anyone offering support must be able to allow the Friend to express their distress and worst fears and be sufficiently robust emotionally not to get entangled..."*

*"Mental health*

*All of us experience mental distress at times, personally or in those close to us...*

*We are almost certain to be addressing mental health needs in either subtle or more overt ways. The meeting is also likely to include people with mental health conditions of which we are unaware, and who nevertheless find nurture and support through worship and being part of the community...*

*Being sufficiently well informed about the effects of mental illness can be a great help to everyone involved...*

*Help and support is available for meetings struggling with mental health issues and we mustn't hold back from seeking this..."*

There is further detail on these and other themes, and much practical advice in the book. In addition, specific guidance and signposts to resources and organisations that can help can be found at the online resource [www.quaker.org.uk/tender-hand](http://www.quaker.org.uk/tender-hand).

## **5.5 Working with those who may pose a risk to others**

When someone attending the local or area meeting is known to have abused children or 'Adults at Risk', is under investigation or is known to be a risk to others, the local and area meeting will supervise the person and offer pastoral care.

Arrangements will be put in place to protect children, young people and 'Adults at Risk'. This will usually involve setting boundaries for the person, based on an appropriate risk assessment and thorough consultation with appropriate parties (eg Probation officers, Safeguarding Coordinators at other meetings, the BYM Safeguarding Officer).

Options for appropriate action will include supervision at meetings and events, and setting and agreeing boundaries for that person in the form of a written contract which they must agree and adhere to. Such a person will not be allowed to work with children, young people or 'Adults at Risk' or be allowed unsupervised contact. There may be events where such a person's attendance will be deemed to be inappropriate and they will be informed that they may not attend

Where such a risk exists or is reasonably suspected, it is important that the risk is managed robustly, with the safeguarding of children and 'Adults at Risk' given priority over subjective opinions or concerns about upsetting the person posing the risk. We will contact the BYM Safeguarding Officer, or Thirtyone:eight if in any doubt about the action to be taken.

Caution should be taken to avoid the potential for any abuse of positions of responsibility held by such individuals. Specifically, area and local meeting nominations committees need to consider seriously what roles such a person could be appointed to that might pose a risk.

There may be circumstances where a person who is vulnerable, ie an 'Adult at Risk' or perhaps a child, are themselves a risk to others because of their behaviour. In these circumstances a balanced approach is needed, but the safety and welfare of all concerned must be considered.

Those who have been mistakenly or falsely accused will also have support needs, and Elders and Pastoral Friends will help with this.

The QiS Safeguarding Coordinator/Deputy will take the lead in these matters and may seek advice from the BYM Safeguarding Officer, or Thirtyone:eight. They will work with other role-holders as appropriate and keep Trustees informed through the Safeguarding Lead Trustee.

More detailed advice from Quaker Life can be found online as follows:  
Guidance on accepting into our Meetings people who may pose a risk

<https://groups.quaker.org.uk/resources/uploads/gills/2018/01/12-Quaker-meetings-and-ex-offenders.pdf>

Offenders potentially coming to Meeting

<https://groups.quaker.org.uk/resources/uploads/gills/2018/01/13-Advice-to-welcoming-sex-offenders-July-2016.docx>

## **5.6 Supporting those affected by abuse**

There may be people involved with the meeting who are survivors of past abuse. We are committed to offering pastoral care and support to all those affected by abuse who have contact with or are part of QiS and its local meetings, working with statutory agencies as appropriate.

If the Safeguarding Coordinator/Deputy becomes aware of a safeguarding incident, they will make sure that arrangements are made to support everyone affected and to liaise with any outside organisations as appropriate.

## **5.7 Afterword**

*“Our life is love, and peace, and tenderness, and bearing one with another, and forgiving one another, and not laying accusations one against another; but praying one for another, and helping one another up with a tender hand.”*

*Isaac Penington, 1667 (Quaker faith & practice 10.01)*

## Section 6 - Appointments

### 6.1 Good practice for all appointments (see Quaker faith & practice 3.22-25)

- Role-holders are appointed by the meeting or committee responsible for the work. Special arrangements apply to the appointment of approved children's volunteers (see below).
- The appointment process should be open and clearly understood by everyone.
- It is best if names are recommended by a nominations committee (receiving nominations from the body of the meeting is not generally a good method).
- The appointment process starts when the meeting identifies the need for a task to be performed. Friends should be made aware through newsletters or otherwise of roles which are to be filled. A more formal process of advertising should be used for paid appointments.
- Everyone (the meeting and the appointed role-holders) should have a clear view of the tasks and the length of service so that they understand the commitment. There should be a written job description.
- Most appointments, including approved children's volunteers, are for one or three years; usually no more than 6 years.
- Meetings should make sure role-holders are appropriately trained.

#### *It's important to:*

- Help Friends discover and use latent or unsuspected gifts and abilities. Many Meetings ask all members and attenders to fill in a simple form with information about experience and how they would like to use their gifts in the Meeting
- Avoid Friends being overburdened
- Use discernment to consider when to ask a particular Friend to undertake or lay down a particular task.

#### *Approved Children's Volunteers*

- Wherever there are regular activities for children or a children's meeting, in order to ensure openness and accountability, the local or area meeting should appoint a children's committee. Decisions about the suitability of approved children's volunteers and other helpers should be taken by the whole committee. Meetings should be minuted.
- The convenor or other designated member of the children's committee will be responsible for ensuring that personal details and personal references are obtained prior to designation as approved children's volunteer as set out in sub-section 6.3 and for ensuring training and PVG membership.
- Where there is no regular children's meeting, a children's meeting coordinator may be appointed at QiS level who, in conjunction with the Safeguarding Coordinator and local meeting Clerk will be responsible for the selection, training and PVG membership of approved children's volunteers who work with children who turn up unexpectedly or at special events. Selection of approved volunteers should not be left to a single person.

#### *Other requirements*

- The Clerk of a meeting, Elder, Pastoral Friend, Treasurer, Registering Officer, or Nominations Committee should be in membership. QiS trustees must be in membership.
- Where two Friends would be expected to work together this should be discussed informally with them before making any firm approach [e.g. Safeguarding Coordinator and Deputy]

- When it is decided not to re-nominate any Friend holding an appointment, this should be conveyed sensitively in person or by letter before nominations are submitted.

## 6.2 Nominations Committees

These have great responsibility and:

- should be large enough to be representative
- should have a balance of experience and age-groups.
- need to have knowledge of the meeting
- should understand the qualifications for each appointment
- need to be clear about the requirements of the office
- need to be discerning in judgment and tactful in manner
- must meet in a spirit of worship
- should survey the gifts of their members in a systematic way
- should report from time to time on their thinking and their way of working.

Nominations Committee can receive suggestions from other members of the meeting. Nominations Committee can and should discuss various issues with possible role-holders. This could include checking background and experience. In some cases, the conversation will lead to a mutual understanding that this role isn't right for someone (for many reasons - lack of time, lack of experience, lack of inclination or it's not appropriate for this Friend to work direct with vulnerable people).

Asking Friends to fill in the personal details form 6A at this stage may be an appropriate way of strengthening the nominations process, particularly if the Friend is not well known or has only recently joined QiS.

## 6.3 Additional requirements for specific roles

### ***Trustees***

Certain people are disqualified from acting as charity trustees:

- Someone with an unspent conviction for an offence involving dishonesty or an offence under the Charities and Trustee Investment (Scotland) Act 2005.
- Someone who is an undischarged bankrupt or has a Protected Trust Deed.
- Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee.
- Someone who is disqualified from being a company director.

We would also regard anyone on the Child Protection Register as unsuitable to be a QiS Trustee. Trustees should sign a declaration before their appointment to confirm they are not disqualified from acting as a charity trustee.

There is no legal requirement in Scotland for Trustees to hold PVG membership unless the activities of the charity meet the definition of "regulated work" given in the Protection of Vulnerable Groups (Scotland) Act 2007. The normal activities of QiS do not constitute regulated work.

### ***Role-holders working with children or 'Adults at Risk'***

This category covers Safeguarding Coordinators and Deputy Safeguarding Coordinators, Advocates for children and young people's work, approved children's volunteers and those who regularly work with children and young people or 'Adults at Risk' on behalf of the Meeting. The Meeting should ensure that sufficient Friends facilitating children's meetings or at events for young people are approved children's volunteers that there will be one such approved volunteer present at all times.

For all role-holders in this category including approved children's volunteers:

- Prior to nomination/selection there must be a conversation about the role during which safeguarding is discussed. This should include suitability for the role, relevant experience, motivation and talking through situations that might occur. It should also touch on the Friend's willingness to learn more about safeguarding as necessary.
- For these roles a personal details form must be completed and references obtained as part of the nominations process.
- All role-holders working with children and young people should have PVG membership and a record of this should be kept (see Section 8).
- All role-holders should be given a copy of the Code of Good Practice (attached at the end of this section) and agree to abide by it.
- All role-holders should be provided with a mentor for the first few months to ascertain if additional support or training is required.
- All role-holders should be given a copy of this Safeguarding Policy and Guidance and receive appropriate training in safeguarding

Role-holders should only be approved to work with children, young people or 'Adults at Risk' after the process above has been completed. Meetings should be prepared to turn down people if they are found not to be suitable, including after appointment.

### ***Paid staff working with children or 'Adults at Risk'***

- Such positions should be formally advertised, at least within QiS and preferably more widely.
- A formal application form should be completed and references provided
- All the provisions applicable to unpaid role-holders will apply

### **6.4 Applying for PVG membership**

Each local meeting should designate a Friend (normally the local meeting clerk) as the Verifier authorised to make an application to Disclosure Scotland for PVG membership. Applications have to be made through an intermediary organisation. QiS is a member of Volunteer Scotland and applications are made through this organisation which is familiar with Scottish safeguarding law and has a simple online application service. The service is free of charge for volunteer positions, but there is a fee for paid positions.

The online referral form via Volunteer Scotland is accessible at <https://www.volunteerscotland.net/for-organisations/disclosure-services/online-pvg-application-service> along with a guidance pack explaining the whole process.

The role-holder and the QiS Safeguarding Coordinator will be provided with a certificate showing membership of the PVG scheme. If the certificate is qualified in any way, the Safeguarding Coordinator should refer to the BYM Safeguarding Officer before deciding whether the proposed appointment is appropriate.

The PVG certificate is valid for five years. The Safeguarding Coordinator should keep PVG certificates securely and check when they should be renewed.

Friends with membership of the PVG Scheme must inform Disclosure Scotland if they change their name, address, email address, contact number or gender. The Safeguarding Coordinator has a legal duty to inform Disclosure Scotland of any known harmful behaviour by a PVG scheme member whether or not it occurs during the course of their volunteer or paid duties.

PVG referrals can also be made through Due Diligence Checking which BYM uses to process applications to the Disclosure and Barring Service for Friends based in England and Wales.

# Code of Good Practice

**For staff, role-holders and other Friends working with children, young people and 'Adults at Risk'**

## Purpose

This code outlines the conduct expected of all workers (staff, unpaid role-holders and volunteers). It aims to help protect children, young people and 'Adults at Risk' from abuse and inappropriate behaviour from those in positions of responsibility, and to reduce the risk of unfounded allegations of abuse being made.

## The role of workers (staff, unpaid role-holders and volunteers)

When working with children and young people or 'Adults at Risk', you are acting in a position of responsibility on behalf of QiS. You will be seen as a role model and must act appropriately.

## Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.
- Avoid becoming directly involved in personal finances unless there are guidelines in place.

## Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any social media contact to a child or 'Adult at Risk'
- Engaging in any behaviour which might allow a sexual relationship to develop with a person in a position of responsibility. All adults working with children, young people and 'Adults at Risk' are considered to be in positions of responsibility
- Smoking in the presence of children or young people, and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged.

## **Failure to follow the Code of Good Practice**

Failure to follow the Code of Good Practice or other inappropriate behaviour will be treated as a serious matter and in the case of paid staff may lead to disciplinary action including dismissal. Depending on the seriousness of the situation, unpaid role-holders may be required to discontinue their role and in extreme circumstances membership may be terminated in accordance with Quaker faith & practice 11.30(c).

We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or Disclosure Scotland. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Coordinator or line manager (in the case of a paid staff member).

## Form 6A

## Personal Details

### For role-holders working with children, young people & 'Adults at Risk'

If you are not well-known to the Nominations Committee you may be asked to complete this form for **any** appointment. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Meeting, unless requested by an appropriate authority.

#### 1. Personal Details

Full Name:

Maiden/Former Name(s):

Date and place of birth:

Address:

Postcode:

Daytime Tel No:

Mobile Tel No:

Evening Tel No:

Email address:

How long have you lived at the above address?      Years      Months

If less than 5 years, please give previous address(es) with dates:

From / / to / /      From / / to / /

Previous

Previous

Address

Address

Post code

Post code

#### 2. Experience

Please tell us about your relevant experience in the Quaker meetings, churches or faith groups, or other organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or adults. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or 'Adults at Risk' declined?

YES

NO (Please tick)

If yes, please give details

## 5. References

Please complete the details below of two people who would be willing to provide a personal reference. One should be a member of your Local Meeting or QiS. Referees should not be family members or live at the same address as you. We reserve the right to take up character references from any other individuals deemed necessary.

Name

Name

Address

Address

Post code

Post code

Tel No.

Tel No.

Relationship

Relationship

Email

Email

I confirm that the submitted information is correct and complete.

Signed

Date

*As an organisation we undertake to meet the requirements of the Data Protection Act 2018.*

## Section 7 - Training

QiS is committed to providing appropriate learning and training opportunities for all role-holders including approved children's volunteers and any paid staff in order to develop a culture of awareness of safeguarding and ensure that those with specific responsibilities are equipped to discharge them. It is good practice to develop a consistent approach to induction and training for all role-holders and staff.

Budgets will be set aside at QiS and/or Local Meeting level to cover the cost of training.

Different levels of safeguarding training are appropriate according to the responsibilities of the role holder.

### 7.1 Induction

All role-holders when first appointed should undergo a formal process of induction and should be assigned a personal mentor who can support them in the initial stages of their appointment. Induction may be organised at QiS or LM level and delivered by an appropriate person who has at least undergone basic safeguarding training.

For clarity, the safeguarding element of induction applies to all Clerks, Elders, Pastoral Friends, QiS Trustees, Nominations Committee members, Children's Committee members and any Friends working with children or 'Adults at Risk' on a regular basis, PVG verifiers, Safeguarding Coordinators, their Deputies and Meeting House managers/wardens.

The safeguarding element of induction will include:

- understanding what abuse is and how to recognise the signs (see Section 1)
- the overall framework of responsibility, communication and support in the local and area meeting
- who is leading and organising safeguarding activities
- the code of good practice (see Section 6)
- any local arrangements in place
- how to respond to a disclosure (Section 2.1)
- how to raise an alert about a concern (Section 2.2)
- receiving a copy of the Safeguarding Policy
- awareness of the Scottish Safeguarding Guidance
- information on sources of advice

This need not necessarily be a formal course, but will require at least a full face-to-face conversation and a record should be kept that this has taken place.

Initially it may be appropriate to organise a formal half-day session for all existing role-holders. If there are any changes in the law regarding safeguarding or in our own policy and guidance, an update session for all role-holders should be provided.

## 7.2 Basic Safeguarding Training

This is more advanced than Safeguarding Induction and will be delivered formally as a half day or one day course led by a suitably qualified trainer or as an online course run by a suitable training provider. Possibilities include:

- a session at the Local Meeting conducted by someone with professional knowledge and experience.
- a session for QiS
- a session run by Thirtyone:eight or another training provider
- an online course provided by, NSPCC, Thirtyone:eight or another suitable provider.
- a joint session with another church
- inter-agency training by a Local Child Protection Committee or Local Adult Protection Committee (some offer this free for volunteers)
- suitable training undertaken in other settings, such as at work or volunteering elsewhere.

The course will go into more detail regarding the nature of abuse that can occur and the correct approach if a disclosure is made or abuse suspected. It will cover the role of the different agencies that might provide support.

All role-holders appointed to work with children plus others who do so on a regular basis must receive this level of safeguarding training. Every Local Meeting should have at least one person who has received Basic Safeguarding Training even if they currently have no children or 'Adults at Risk' attending.

The QiS clerk must ensure that at least one QiS elder or Pastoral Friend has received this training. In addition, this level of training should be **offered** to all Pastoral Friends, Elders and Trustees, recognising that not all would wish to attend.

This level of training is mandatory for the Trustee acting as Safeguarding Lead and Safeguarding Coordinators and Deputy Safeguarding Coordinators. Meeting House Managers/Wardens should receive this level of training and other staff depending on the nature of their duties.

## 7.3 Role specific training

The following role-holders, in addition to induction and basic training, will require more specialised formal training related to their specific role.

- Safeguarding Coordinator
- Deputy Safeguarding Coordinator
- Trustee Safeguarding Link
- PVG Verifier

Specialised training for Safeguarding Coordinators and Deputy Safeguarding Coordinators in the context of Scottish law is available as an in person or online course from NSPCC, SCVO or Thirtyone:eight. These courses may also be appropriate for the Trustee acting as Safeguarding Lead.

More general training for Trustees including their safeguarding responsibilities is available. Trustees may find it useful to refer to Good Governance and Safeguarding: A guide for Trustees published by SCVO -

<https://storage.googleapis.com/scvo-cms/wp-content/uploads/2019/09/Good-Governance-and-Safeguarding-a-Guide-for-Trustees.pdf>.

Thirtyone:eight and NSPCC both run a specific safeguarding course for trustees but these are primarily geared to English law.

For PVG verifiers, training is available from Volunteer Scotland.

#### **7.4 Renewal of Training**

Quaker appointments normally have a term of three years. If an appointment is renewed for a further triennium, consideration should be given as part of the re-appointment process as to whether the role-holder would benefit from a refresher of the training they previously received. After serving two triennia, the role-holder **must** repeat the training if asked to serve again. For paid staff, there should be an annual discussion of performance and development needs which should include consideration of whether renewal of safeguarding training is needed.

If there is any major change in the law regarding safeguarding or in the policy or guidance of QiS, it is the responsibility of QiS Trustees to ensure that Induction or Basic Safeguarding Training is refreshed as appropriate for all appointments.

## **Section 8 - Record keeping**

### **8.1 Records**

A record will be kept of all events that take place at which children and young people are supervised by adult role-holders, which will include:

- The names of all adults and children present
- The place (if not the usual children's meeting venue)
- The date
- Any incidents of concern or injuries etc.

Keeping a brief account of the activities undertaken may also be useful for communication between role-holders, but is not necessary for safeguarding purposes. It is desirable to use an exercise book or notebook for recording children's meetings each Sunday rather than loose sheets of paper.

Records/forms completed by parents/ guardians on behalf of children will be retained in a place where they can readily be accessed by all role-holders when the parents consent, but otherwise confidentially so far as practicable.

Role-holders personal details or application forms, references, PVG and any other relevant records will be retained confidentially by, or on behalf of, the QiS Safeguarding Coordinator.

Any material, including reports and logs, reviews, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals or organisations who may have been involved in, or have knowledge of abuse, will be retained confidentially by, or on behalf of, the QiS Safeguarding Coordinator.

### **8.2 Secure Storage**

Each local meeting and the area meeting will identify where information will be securely stored, and the QiS Safeguarding Coordinator informed. This includes meetings without a meeting house. A minimum is that records will be kept in a locked drawer or cabinet. Where information is held electronically, access must be securely controlled with off-site backup.

### **8.3 Period of retention**

The meeting will keep records indefinitely (for at least 100 years) because the limitation period for proceedings brought by or on behalf of children does not normally start to run until they reach the age of 18.

This retention period is based on the lifetime of a person. It was recently changed to 100 years by the National Archives as people are living longer.

If the volume of material becomes unmanageable, consider archiving older records (eg National Records of Scotland).

## Section 9 - Responsibilities of specific roles

### 9.1 Responsibilities of QiS Trustees

#### General

- Hold ultimate responsibility for safeguarding on behalf of QiS.
- Agree the QiS Safeguarding Policy, or ensure it is agreed by QiS in session.
- Follow the QiS Safeguarding Policy and Guidance.
- Set aside sufficient resources for training.

#### Reports and reviews

- Consider the annual report from the Safeguarding Coordinator, and annually review the QiS's safeguarding policy, procedures and practice.
- Initiate a more comprehensive review every five years and in the event of any major change in safeguarding law or guidance from BYM.

#### Roles

- Ensure that a Safeguarding Coordinator and Lead Safeguarding Trustee are appointed along with a suitable Deputy/ies if required.
- Support the Safeguarding Coordinator and Deputies in their roles.

#### Training and development

- Follow the training requirements outlined in section 7.

### 9.2 Lead Safeguarding Trustee, in addition:

- act as a source of advice and support to the Safeguarding Coordinator
- ensure that safeguarding matters are kept before Trustees
- Agree small changes to the contacts section of the policy, on behalf of Trustees.
- Be the lead signatory for and point of contact with Volunteer Scotland Disclosure Services. This is the body that manages PVG scheme applications.
- If any reference has been made to statutory authorities, inform the Clerk of Trustees. The Clerk of Trustees will then determine whether and what information should be passed to:
  - OSCR (as a serious incident),
  - QiS's insurers (because of possible legal action),
  - and other Trustees (because of wider implications).

### 9.3 Responsibilities of the QiS Safeguarding Coordinator

*NB These responsibilities may be shared with and/or delegated to Deputies*

#### General

- Support Quakers in maintaining a culture of safety.
- Follow the QiS Safeguarding Policy and Guidance.
- Follow advice and guidance from Britain Yearly Meeting and statutory child and adult safeguarding services.
- Advise Trustees on safeguarding issues.

#### Safeguarding incidents

- Be vigilant in recognising safeguarding issues.
- Be the first point of contact when someone has concerns about the possible abuse of a child or young person or of an adult with care and support needs.
- Act on behalf of QiS in dealing with the allegation or suspicion of neglect or abuse, collating and clarifying the precise details of the allegation or suspicion, and recording them on the form. Pass this information to statutory agencies who have the legal duty to investigate where appropriate, and inform the Lead Safeguarding Trustee.
- Ensure that if an incident happens, arrangements are made to support everyone affected, and liaise with outside organisations that become involved.
- Liaise with statutory authorities as appropriate and in accordance with the Policy.
- Be available to assess risk, safeguarding and pastoral needs with meetings when a person who may pose a risk wishes to attend.

#### Co-ordination

- Agree with the QiS Deputy Safeguarding Coordinator/s (if appointed) which parts of this role they will focus on.
- Encourage Trustees to set aside sufficient resources for training.

#### Support

- Support the Lead Safeguarding Trustee in dealing with more complex reports or concerns.
- Support the Lead Safeguarding Trustee and Clerk to Trustees with the completion of the section on safeguarding for the Trustees' Annual Report to OSCR.
- Support local meetings and other groups to develop good practice, and record their practice.
- Support PVG scheme verifiers.
- Support Local Meetings to ensure that children, young people and 'Adults at Risk' 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.
- Ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk – working with Elders, Pastoral Friends or other role-holders as appropriate.

#### Administration

- Prepare an annual Safeguarding Report for Trustees in conjunction with the Lead Safeguarding Trustee.

- Oversee the annual safeguarding assurance process, working with Deputy Coordinator(s) if appointed, collating and reviewing the Annual Reports from Local Meetings.
- Seek discernment and agreement from Trustees for annual updates to the Safeguarding Policy and Procedures and any further QiS safeguarding documents.
- Keep confidential records on Safeguarding issues that arise in local meetings, storing and retaining it in line with the Policy and Section 8 of this guidance.

### Training and development

- Follow the training requirements outlined in section 7.
- Keep up to date with national and local statutory safeguarding policy and procedures.
- Advise, support and facilitate opportunities for learning for Friends appointed to safeguarding roles eg PVG scheme Verifiers, Trustees, Pastoral Friends, Children's Convenors etc.

For more information, see:

- [the BYM webpage for safeguarding coordinators:](http://www.quaker.org.uk/safeguardingcoordinators)  
[www.quaker.org.uk/safeguardingcoordinators](http://www.quaker.org.uk/safeguardingcoordinators)
- Thirtyone:eight's guide for safeguarding leads/coordinators:  
<https://thirtyoneeight.org/help-and-resources/knowledge-hub/safeguarding-policy/the-safeguarding-lead/>

## **9.4 Responsibilities of QiS Deputy Safeguarding Coordinators**

- Support the Safeguarding Coordinator across the range of their duties, focusing on elements as agreed with the Coordinator.
- Deputise for the Safeguarding Coordinator when they are not available or are involved in a case.
- Participate in the annual safeguarding assurance process.

### Training and development

- Follow the training requirements outlined in section 7.

## **9.5 Responsibilities of Elders and Friends responsible for pastoral care (with regard to safeguarding)**

- Follow the QiS Safeguarding Policy and Guidance.
- Identify 'Adults at Risk' in the Meeting and be alert to any signs of adult abuse.
- Offer pastoral care and support to all those who have been affected by abuse.
- Where appropriate, work with the Safeguarding Coordinator to ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk, and that terms of any written agreements with those who pose a risk are adhered to.
- Offer support to those, rightly or wrongly, accused of abuse.
- Follow the training requirements outlined in section 7.

- Convenor of the Pastoral Team (or another Pastoral Friend): jointly review local meeting practice, reporting to trustees using the form annually.

## **9.6 Responsibilities of the LM Clerk (with regard to safeguarding)**

- Follow the QiS Safeguarding Policy and Guidance.
- Follow the training requirements outlined in section 7.
- Ensure that when a role-holder or employee has joined the PVG scheme and cleared to work with children and young people or do regulated work with 'Adults at Risk', a minute of the local business meeting will be made to record this fact.
- Ensure the safeguarding poster and policy document are on display.
- Jointly review local meeting safeguarding practice, reporting to Trustees using Form 10.1 annually.

Note: The Local Meeting Clerk is often also the PVG Verifier.

## **9.7 Responsibilities of the PVG Verifier**

*This role is often fulfilled by the Local Meeting Clerk, but may be undertaken by someone else.*

- Follow the QiS Safeguarding Policy and Guidance.
- Follow the training requirements outlined in section 7.
- Ensure that all role-holders and employees who work with children and young people have PVG scheme membership
- In rare situations where Friends undertake regulated activity on behalf of the meeting, ensure they have PVG scheme membership.
- Support each individual with applying for PVG scheme membership.
- Complete renewals / check updates (currently every 5 years).
- Separate and store the documents related to role-holders who have stopped being helpers.
- Jointly review Local Meeting practice, reporting to trustees using Form 10A annually.

## **9.8 Responsibilities of Nominations Committee (with regard to safeguarding)**

- Follow the Safeguarding Policy and Guidance.
- Follow the training requirements outlined in section 7.
- Ensure that the safer appointment practices are used for the roles that require them. See Section 6.
- Bring relevant nominations to area meeting.
- On behalf of the QiS Safeguarding Coordinator, keep paper records of all documents (including personal details forms, references and the certificate number and date of PVG scheme membership) for those working directly with children or otherwise considered to require PVG membership in a secure place; transfer custody of these documents to the QiS Safeguarding Coordinator as soon as practicable.
- Carefully consider the suitability of an individual for certain roles, including (but not only) offenders and those who may pose a risk.

## **9.9 Safeguarding awareness and accessibility of information**

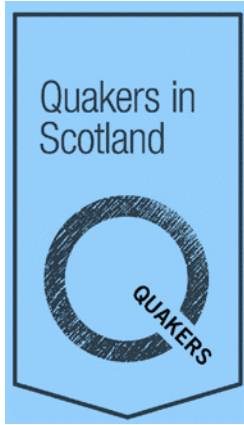
Where possible, each local meeting will display the poster on the next page so it can be easily seen by children, young people and adults. If necessary, there will be two posters at different heights or in different rooms. This gives everyone a clear message that safeguarding is a priority in the meeting and who to contact. The Safeguarding Policy will also be displayed.

The *QiS Safeguarding Policy* will be available from the Local Meeting and QiS Clerks and on the QiS/or Local Meeting website. Placing these documents on a website makes them accessible and open and makes the information and forms readily available.

If a local meeting does not have premises where the poster and summary can be displayed, we will ensure the information is regularly communicated to adults, children and young people via other means.

The area meeting and local meetings will take opportunities in our programmes of events to raise awareness of safeguarding and details of who to contact.

The QiS Safeguarding Coordinator will support our local meetings to ensure that children, young people and 'Adults at Risk' 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. Examples include by displaying posters, raising awareness in group discussions, and making information available in email bulletins/notice sheets.



# Safeguarding is a priority here

We are committed to creating safer spaces by following statutory guidelines on good working practice.

If you have any concerns about the safety or welfare of a child or vulnerable adult you can speak to our:

QiS Safeguarding Coordinator:  
Contact details:

QiS Deputy Safeguarding Coordinator:  
Contact details:

They have been appointed by Quakers to respond to any safeguarding concerns.

Our safeguarding policy is available on request and on our website [www.....](#)

Hirers of rooms at Quaker meeting houses should work to their own safeguarding policy.

## Useful contacts:

Thirtyone:eight (advice line)	0303 003 1111
Childline	0800 1111
Parentline Scotland	08000 282233
Volunteer Scotland	01786 849777
NSPCC	0808 800 5000
Scottish Domestic Abuse Helpline	0800 027 1234
Action on Elder Abuse	0808 808 8141
National Association for People Abused in Childhood (NAPAC)	0808 801 0331

## Section 10 - Review, reporting and accountability

Local Meeting safeguarding practices will be reviewed annually by:

- the LM Clerk/s;
- the local Convenor of Children's Committee;
- the local Convenor of the Pastoral Team or their equivalents.

They will complete an LM Annual Safeguarding Report using Form 10A. This will be sent to the QiS Safeguarding Coordinator.

The QiS Safeguarding Coordinator (with Deputies, if appointed) will review:

- the local meeting annual safeguarding reports
- practice that they are aware of
- incidents during the year
- QiS's safeguarding training needs and opportunities
- any updates from Britain Yearly Meeting
- whether any amendments are needed to the QiS safeguarding documents.

The QiS Safeguarding Coordinator will report on these matters (normally by the end of December) to QiS Trustees.

Trustees will consider and review the policy, procedures and actual practice annually, assisted by the report from the QiS Safeguarding Coordinator and any additional information from Britain Yearly Meeting, Volunteer Scotland or Thirtyone:eight.

The Clerk to Trustees will then complete the Annual Safeguarding Report using Form 10B and send it to the BYM Safeguarding Officer

The BYM Safeguarding Officer will publish any updates for Area Meetings. This will normally be in January and will be based on new legislation, best practice and/or advice from Thirtyone:eight.

At least once every five years, Trustees will initiate a more comprehensive review, including discussions with each Local Meeting and a review of the policy and procedures.

If issues arise that need consideration at a Scotland-wide level, for example new legislation or a major change in BYM guidance, these will be discussed by QiS Trustees who will review the issues and update the model policy and guidance for Quakers in Scotland.

## Form 10A Local Meeting Annual Safeguarding Report to QiS Trustees

Annually, the safeguarding practice within each local meeting is reviewed by the local meeting Clerk(s), local meeting Convenor of Children's Committee, and the local Convenor of the Pastoral Team, or their equivalents. This report is sent to the QiS Safeguarding Coordinator, who then reports to Trustees.

Local meeting:

Date \_\_\_\_\_

Those completing the review:

		Yes /No	Comments? Difficulties? Successes?
1	Is the full QiS safeguarding policy available to everyone? How?		
2	Is the safeguarding poster on display, along with the policy?		
3	Do you follow the safer appointments procedure for those who work with children and young people? (Section 6).		
4	Does anyone in your meeting meet the definition of 'Adult at Risk'? If so, what support are you providing?		
5	Have all relevant role-holders received the safeguarding induction set out in the policy? (Section 6).		
6	Have all relevant role-holders received the safeguarding training set out in the guidance? (Section 7). Comment on any gaps.		
7	Do you follow the guidance for working safely with children including an approved children's volunteer plus additional helper(s) at each children's meeting? (Sections 2 and 3).		
8	Are there any written contracts currently in place with offenders, alleged offenders and others deemed as posing a risk?		
9	Have there been any safeguarding concerns in your meeting during the year? How many?		
10	Were they responded to in accordance with the policy?		
11	Have there been any safeguarding allegations made against a member or attender or staff member during the year? How many?		
12	Has your meeting had the resources to fulfil safeguarding requirements? What was missing? What would help?		
13	Has your meeting been in direct contact with the QiS Safeguarding Coordinator during this year to consider policy or procedures?		
14	Are there any issues or difficulties you have experienced in following the safeguarding guidance?		

Thank you for completing this form. It helps us keep everyone safe. Use an additional sheet if necessary.

## Form 10B Annual Safeguarding Report to BYM

Quaker Life Central Committee requires all AMs to send this report to BYM, every year.

<b>Area Meeting name</b>	
<b>Safeguarding coordinator</b>	
Name	
Telephone	
Email	
<b>Deputy Safeguarding coordinator/s</b> <i>(add more lines if needed)</i>	
Name	
Telephone	
Email	
<b>Expert advice and support</b>	
Is the AM registered with an expert agency such as Thirtyone:eight?	Yes/No
Name of agency	
<b>Training</b>	
Has all necessary role-holder safeguarding training been undertaken or scheduled? If not, please set out measures to be taken to correct this.	
<b>AM safeguarding policy</b>	
When was the AM's safeguarding policy last reviewed?	
<b>Safeguarding concerns</b>	
Does the AM have any contracts in place with individuals, to ensure the safety of all? <i>If 'yes', please list on a separate page – the BYM Safeguarding officer may need to discuss these with you.</i>	Yes/No
Have there been any safeguarding issues or concerns within the AM over the last 12 months? <i>If 'yes', please add notes separately – the BYM Safeguarding officer may need to discuss these with you.</i>	Yes/No
<b>Date of report</b>	

Please send this completed report to the BYM Safeguarding Officer, by email to: [safe@quaker.org.uk](mailto:safe@quaker.org.uk)