



Religious Society of Friends (Quakers)

Britain Yearly Meeting

**Safeguarding Policy agreed by the
Trustees of Ipswich and Diss Area Meeting**

Charity Commission Number 1134526

Safeguarding is protecting Children, Young People,
and Vulnerable Adults (also known as Adults at Risk) from harm.

1 DETAILS

Name: The Religious Society of Friends (Quakers):
Ipswich and Diss Area Meeting

Address: Rookery Farmhouse, Laxfield, Woodbridge, IP13 8JA

Tel No: 01986 798308

Email address: christinavanmelzen@outlook.com

Denomination: Religious Society of Friends (Quakers)

This policy covers all parts of the charity constituted by the governing document of the Religious Society of Friends (Quakers): Ipswich and Diss Area Meeting (hereafter referred to as the Area Meeting), including its local meetings, its charities, its properties and its employees.

2 STATEMENT OF INTENT

2.1 The Trustees of the Area Meeting, (hereafter referred to as the Trustees) recognise the importance of the ministry to, and work with, Children, Young People and Vulnerable Adults. The Trustees also acknowledge their responsibility to protect and safeguard the welfare of those Children, Young People and Vulnerable Adults entrusted to their care.

2.2 The Trustees are committed to:

- a) Valuing, listening to and respecting Children, Young People and Vulnerable Adults as well as promoting their well being, welfare and protection.
- b) Helping prevent the physical, sexual, emotional or psychological, financial and discriminatory abuse and neglect of Children, Young People and Vulnerable Adults and to report any such abuse that is discovered or suspected.
- c) Safe recruitment, supervision and training for all the people working with Children, Young People and Vulnerable Adults entrusted to their care.
- d) Adopting a procedure for dealing with concerns about possible abuse.
- e) Encouraging and supporting parents/carers.
- f) Supporting those affected by abuse.
- g) Maintaining good links with the statutory authorities and other organisations.

3 POLICY

- 3.1 The Trustees are responsible for the general control and management of the administration of the affairs and work of the Area Meeting in accordance with its religious and charitable objects. They undertake legal compliance, monitoring and scrutiny functions.
- 3.2 The Trustees recognise the need to provide a safe and caring environment for the Children, Young People and Vulnerable Adults in their care. They also acknowledge that Children, Young People and Vulnerable Adults can be the victims of physical, sexual and emotional, psychological, financial or material and discriminatory abuse, and neglect.
- 3.3 The Trustees have therefore adopted the procedures set out in this document (hereafter “the policy”). They also recognise the need to build and maintain appropriate and constructive links with all multi-agencies (statutory and voluntary) involved in safeguarding work. The policy is based on a model published by the Churches' Child Protection Advisory Service (CCPAS).
- 3.4 The Trustees undertake to file a copy of the policy and practice guidelines with CCPAS and Social Services/Work, and any amendments subsequently published. The Trustees agree not to allow the document to be copied by other organisations.
- 3.5 The Trustees are committed to on-going safeguarding training for all relevant staff, volunteers and trustees and will regularly review the BYM Safeguarding Procedures and Guidelines published by Britain Yearly Meeting (BYM) of the Religious Society of Friends (hereafter “the Procedures and Guidelines”).
- 3.6 The Trustees also undertake to follow the principles found within guidance issued by the Home Office and acknowledge it is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop (regardless of the age of consent for sexual activity) with a Child, Young Person or Vulnerable Adult for as long as the relationship of trust continues.
- 3.7 The Trustees will comply with the legal and regulatory framework of the country in which the property is situated, or the event is taking place.
- 3.8 The Trustees undertake to ensure that a Safeguarding Officer and a Deputy Safeguarding Officer are appointed by the Area Meeting

4 RESPONDING TO ALLEGATIONS, OBSERVATIONS OR DISCLOSURE OF ABUSE, INCLUDING SEXUAL ABUSE

- 4.1 On becoming aware of any allegation, suspicion, observation or admission of abuse, a Member or Attender, a staff member or a volunteer should clarify the immediate circumstances. S/he will do the following:
- a) The first priority should always be to ensure the safety and protection of Children, Young People and Vulnerable Adults, and if medical assistance is required this should be sought immediately.
 - b) Concerns must then be recorded and reported in accordance with the Procedures and Guidelines, which have been created by members of the Area Meeting.
 - c) In an emergency the police should be telephoned on 999
 - d) Suspicions must not be discussed with anyone other than those named in the Appendix to this policy. A complete record of the concerns should be made in accordance with the Procedures and Guidelines. The record should be kept in a secure place as detailed in them.
 - e) In the event of the matter being sexual abuse, the parents and guardians should not be informed. Parents may only be informed of any matter with the agreement of the appropriate local authority or police force.
- 4.2 The role of the Safeguarding Officer/ Deputy Safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion, in accordance with the Procedures and Guidelines, and to pass this information on to the Social Work Department or to the police. It is a Social Services/Work task to investigate the matter under appropriate legislation and regulations.

So that the organisation can respond appropriately, aspects of any disclosure require that the circle of confidentiality be expanded in particular ways; but in all cases as few people as possible will be informed of the precise details:

- a) Since there may be a possible implication of legal action involving the charity, any reference to statutory authorities should be communicated to the Clerk to the Trustees and to the officer with responsibility for the Area Meeting's insurance. These individuals should decide if and when information should be passed to the Area Meeting's insurers and to the Charity Commission.
- b) The current post holders are listed in an appendix to this policy, which will be kept up-to-date without the need to re-adopt this policy.

- c) The Trustees will support the Safeguarding Officer / Deputy Safeguarding Officer in their roles, 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.
- 4.3 Although the Trustees hope that Friends and Attenders will follow this policy and use the Procedures and Guidelines it is, of course, the right of any individual to make a direct referral to statutory safeguarding or child protection agencies or to seek advice from the Churches' Child Protection Advisory Service (CCPAS).
- 4.4 An individual who feels that the Safeguarding Officer or the Deputy Safeguarding Officer has not responded appropriately, or who has a disagreement with the Safeguarding Officer or the Deputy Safeguarding Officer as to the appropriateness of a referral, is free to appeal directly to an external agency. By making this statement the Trustees intend to demonstrate their commitment to effective protection of Children, Young People and Vulnerable Adults.

5 APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF STAFF, LEADERS & WORKERS WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

The Trustees will ensure that all such workers will be appointed, trained, supported and receive supervision in accordance with the principles set out in current government guidelines, CCPAS guidance and our own Procedures and Guidelines.

6 SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The Trustees will provide on request details of how the policy is applied to activities arranged for Children, Young People and Vulnerable Adults within the Area Meeting.

7 SUPPORT FOR THOSE AFFECTED BY ABUSE

The Trustees are committed to encouraging and supporting meetings in the provision of pastoral care and support to those attending its constituent Meetings who have been affected by abuse, working with statutory agencies as appropriate.

8 WORKING WITH OFFENDERS

- 8.1 When someone attending an event for which the Trustees are responsible is known to have abused Children, Young People or Vulnerable Adults, the Trustees will ensure that the individual concerned is suitably supervised and managed, and will ensure that provision is made for his or her pastoral care. Within the Trustees' commitment to the protection of children, young people and vulnerable adults, boundaries will be set for that person which s/he will be expected to keep. There may be events where such a person's attendance will be deemed to be inappropriate.
- 8.2 If an employee of the Area Meeting is known to have abused Children, Young People or Vulnerable Adults, the Trustees, together with the Area Meeting Clerk, will ensure the supervision of the individual concerned and offer him/her pastoral care. In their commitment to the protection of children, young people and vulnerable adults, the Trustees will ensure a risk assessment of that individual is undertaken and set boundaries for that person which s/he will be expected to keep. There may be events which are not suitable for such an employee to attend or undertake. In the case of activities being 'regulated' or where contact with children is expected, it is the Trustees responsibility to ensure that the individual does not continue to be employed in such a role (as this could potentially be a criminal offence) and caution should be taken to avoid the potential for any abuse of positions of trust held by such individuals.

9. REVIEWING OF POLICY

This policy will be reviewed annually.

10. APPROVAL

Approved at a meeting of the Trustees of Ipswich & Diss Area Meeting held on 24 February 2014 by minute 10/14.



Christina van Melzen
Clerk to the Trustees



Safeguarding Policy

Appendix 1

Current post holders as at 16 March 2014.

This list can be up-dated and corrected without the policy being re-approved.

Post	Name	Phone no.	Email
Safeguarding Officer	Diana Madden	01394 384440	dianamadden@gmail.com
Deputy Safeguarding Officer	Mike Medhurst	01473 257649	medhurst.michael@yahoo.co.uk
Area Meeting Clerk	Christina Van Melzen	01986 798308	chrisvanmelzen@outlook.com
Clerk to Area Meeting	Jen Larner	01284 705548	jenlarner@gmail.com
Trustees		07896 495574	
Responsibility for insurance Clerk to Children's Committee	Mary Pennock	01284 763568	marympennock@gmail.com
Clerk to Area Meeting	n/a		
Overseers			
BYM Safeguarding Officer	Michael Booth	020 7663 1023	michaelsb@quaker.org.uk
BYM Deputy Safeguarding Officer	Chris Nickolay	020 7663 1014	chrism@quaker.org.uk