

Kingston and Wandsworth Area Meeting

Safeguarding Procedures Detail

Introduction

We will follow the procedures laid out in the Britain Yearly Meeting (BYM) Safeguarding Procedures and Toolkit, to be found at <https://www.quaker.org.uk/our-organisation/safeguarding>. This document clarifies how we shall apply these policies in Kingston and Wandsworth Area Meeting.

Some roles within meeting require the person to have been checked at recruitment stage and may also have a requirement for specialist knowledge. These are listed in the table below.

Most of the impact of this new policy is on meetings that have regular children's meetings. However, adults can have safeguarding issues, so we have set out a minimum standard that all meetings must meet.

To ensure that our meetings are safe places, some of the roles in our meetings have to be made using 'safe recruitment' processes. We call this 'safe appointment' and it is the responsibility of local or area meeting nominations committees to ensure that these standards are met and that the relevant documentation is retained.

It is the responsibility of premises committees to ensure that a safeguarding poster is displayed in all meeting houses. Lettings managers must tell any hirers of our premises that they must have a safeguarding policy.

Clerks will need to report to AM/trustees annually on whether their meeting has met the safeguarding requirements.

Roles with additional recruitment and training considerations:

Role	Recruitment	Training – required, unless noted	DBS check
Children's Meeting Committee Member	Safer appointments process required	Safeguarding induction training	Enhanced children's with barred list check
Children's and Young People's Advocate	Safer appointments process required	Safeguarding induction training	Enhanced children's with barred list check
Pastoral Friends with responsibilities for children	Safer appointments process required	Safeguarding awareness training	Enhanced children's with barred list check
Pastoral Friends without responsibilities for children	Safer appointments process required	Safeguarding awareness training	

Elder	Not normally needed, although if there are no Pastoral Friends in meeting, at least one Elder must have safer recruitment	Safeguarding awareness training	
Clerk of AM or LM		Safeguarding awareness training strongly advised	
AM Trustees	Safer appointments process required	Safeguarding awareness training	
AM safeguarding coordinator and deputy; AM trustee with responsibility for safeguarding *	Safer appointments process required	Specialist safeguarding training	Enhanced children's with barred list check
Nominations committee member		Safeguarding awareness training; understanding of safer recruitment process	
Other roles		Safeguarding awareness training advised	

Notes: some meetings will have no children or young people and no children's meetings. These meetings should have at least one member (an Elder or Pastoral Friend) who has done the Safeguarding awareness training and has undergone safer recruitment in case there are safeguarding issues with an older member.

Children may attend meeting for worship by themselves, just as they can go shopping by themselves. Meetings with no regular children's meeting, and so no safely recruited volunteers with DBS checks may only have children's meetings if the parents or guardians of all the children attending are present. If these meetings become frequent or regular, then they must recruit a children's committee as described in the table above.

* the safeguarding coordinator and the trustee responsible for safeguarding can be separate roles.

Safer appointments process (sometimes called safer recruitment):

Prior to taking up any of the appointments listed above that require Safer Appointment, members and attenders must:

- As part of the discernment and nomination process, discuss their knowledge and experience of, and attitude towards, upholding safeguarding, and their motivation to

learn more, with a member of the Nominations' Committee or other appropriate role holder

- Complete the required training and agree to refresh it as required
- Agree to abide by the Code of Conduct given in the BYM Safeguarding Procedures
- Read the sections of the BYM Safeguarding Policy and Procedures relevant to their role

- Complete the safer recruitment forms with two references, personal details if not already known, and the self-declaration. If an individual is new to the meeting, a waiting period of six months before taking up a role would normally be advisable. Where the nominee is well known to the meeting for a period of 2 years or more, there is the option that instead of taking two specific references the appointing Business Meeting can minute that:

The meeting believes that the person/these people is/are suitable for the role they are being appointed to and that there is no reason why they should not be appointed, and the meeting has no concern about this person/these people being in close contact with or having responsibility for children, young people or adults as part of the role we are appointing them to.

- After six months the person doing the role, or the body they work with (the Children's Committee, the Pastoral Care Team, Trustees or Elders) can request a review of how the person is finding the role. This is optional, and can be initiated by the role holder or on behalf of the meeting.

The BYM safeguarding procedures and toolkit requires that clerks, elders, pastoral carers, treasurer, registering officer, nominations committee and AM trustees must be in membership. We normally expect these roles to be undertaken by members, although we will allow non members to fulfil them in some circumstances.

Training

Safeguarding awareness will be provided in video format (typically around 30 minutes) and will be offered to all in meeting.

Safeguarding induction will be given by suitable people in the AM or from a safeguarding agency (eg NSPCC, thirtyone:eight) and lasts 2-3 hours.

More advanced courses may be needed for some roles, as noted in the table. The safeguarding verifier will need to be trained on how the system works and nominations committees on how safer recruitment is done.

DBS validity

We will treat DBS checks as valid for 3 years, before they need to be renewed or checked through the update service. All people who get a DBS check are strongly encouraged to join the DBS update service, so in future their DBS status can be checked quickly online and normally no new application and proof of identity will be required.

Safeguarding Trustee

If the Safeguarding coordinator is not an Area Meeting trustee, then we will appoint a trustee to oversee any safeguarding issues. They will work closely with the AM safeguarding coordinator who will be invited to trustee meetings where safeguarding issues are discussed.

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