

SAFEGUARDING CHILDREN & VULNERABLE ADULTS
SWINDON LOCAL QUAKER MEETING, March 2018

1) OUR PROCEDURE

- a) is in accordance with Oxford & Swindon Area Meeting Safeguarding Policy 2012 and Quaker Life safe practice guidelines.
- b) is overseen by the Local Meeting Safeguarding Representative. Safeguarding children is the responsibility of all within the Meeting.
- c) will be reviewed annually at our Business Meeting together with Elders, Overseers and Children's Work Committee.

2) APPOINTMENT OF THOSE WHO WORK WITH CHILDREN

- a) The Children's Work Convenor and the Safeguarding Representative and members of the Children's Committee are appointed, in accordance with Faith & Practice Nominations procedures
- b) All who work with children must have current CRB / or DBS checks. All checks are renewed every three years. We take current advice from Britain Yearly Meeting regarding the requirement for references. These, together with the enhanced disclosures will be kept by the Children's Committee.
- c) The membership system within Britain Yearly Meeting enables Overseers to make enquiries about members joining the Local Meeting. New volunteers work alongside leaders until such time as they become confident to lead, subject to appointment by the Local Meeting.
- d) The Local Meeting Safeguarding Representative oversees these procedures.

3) WEEKLY SUNDAY CHILDREN'S MEETING

- a) A well-established Children's Work Committee meets as necessary.
- b) Termly rotas for working with children are displayed on the children's notice board and are a record of content and attendance. These are retained by the Children's Work Convenor at the end of each term.
- c) Should anyone be prevented from taking Children's Meeting they will make a record of the replacement volunteer they find from the rota. During holiday periods, Business Meeting appoints volunteers from those who have CRB/DBS checks.
- d) We plan activities each term within a framework of Quaker themes and practice, when there are children in the meeting.
- e) Parent's/carer's permission is required when children are working with just one adult. Adult helpers who are not CRB /DBS checked should work alongside a leader who is CRB/DBS checked.
- f) The Children's meeting room provides easy access to the Meeting Room enabling children and parents to contact each other.
- g) Children join the gathered Meeting for Worship, after their Meeting. They are invited to share with Friends what they have been doing. We encourage a spirit of openness within Meeting seeking to nurture the spiritual growth of our children (Reference Advices & Queries no.19)
- h) If children are taken off the premises e.g. a walk or visit, a responsible parent/carer's consent is required.

4) HEALTH & SAFETY / ACCIDENTS AND INJURIES

- a) Oxford & Swindon Area Meeting has public and personal liability insurance.
- b) We have checked that the premises and equipment used are safe and that hazards have been minimised.
- c) We keep a First Aid kit in the kitchen, allowing approved items, checked annually by the Finance & Premises Committee, and recorded on the annual statement for trustees.
- d) An Accident Book and forms to record any accidents for use by all who use the premise is located in the kitchen.
- e) Parents and Children's Work Convenor must be informed of any incident. Parents must sign the entry in the Accident Book.

- f) Parents/carers are responsible for their children when Children's Meeting is over. It is unsafe for children to run around inside or outside the building. Children should not be unattended in the kitchen area.
- g) If a request from a parent or carer is made to leave a child on the premises, emergency information must be given to the leader for that day. Parent's /carer's permission must be sought if there is an intention to take the child off the premises.
- h) The door to the small room where children's toys are kept and the children play should always be kept open.

5) PROCEDURES TO BE FOLLOWED WHEN CHILDREN ARE LOOKED AFTER AWAY FROM PARENTAL CARE

- a) All activities must be appropriately planned and supervised. Adult helpers may be co-opted provided they are well known to the Meeting and are appropriately supported and supervised. Unauthorised adults must not be given unsupervised access to children.
- b) Registration forms are required together with medical and consent forms. All leaders/adults must be aware of all information necessary to ensure the health and safety of the child.
- c) The event leader must ensure that a First Aid Kit and the appropriate means of calling / reaching emergency services are available throughout.
- d) Any overnight event will need at least two formally appointed adults, male and/or female as appropriate.
- e) Parents are strongly advised to make detailed enquiries about arrangements for the care of their children within Meeting and leaders must issue clear and detailed statements of arrangements.
- f) OSAM policy for inclusion of offenders: see section 6

6) RESPONDING TO DISCLOSURES OF ABUSE

The adult to whom a disclosure has been made should consult with the Swindon Safeguarding Representative, who will inform the OSAM Safeguarding Coordinator or Assistant. See section 4 of OSAM Safeguarding Policy.

7) Care of Vulnerable Adults

We should be aware of the needs of vulnerable adults within our meeting, in relation to our safeguarding procedures.

8) REFERENCE DOCUMENTS

- a) The current Meeting Safety advice from BYM
- b) CCPAS - access via website (contact Area Meeting Safeguarding Co-ordinator for password.)

9) CONTACTS

Gill Sewell 020 7663 1017 gills@quaker.org.uk

OSAM Safeguarding Coordinator: Adrian Allsop (phone no. in Book of members)

Assistant Safeguarding Coordinator: Awaiting name

CCPAS: [0303 003 11 11](tel:03030031111) ; e-mail info@ccpas.co.uk

SWINDON LOCAL SAFEGUARDING CHILDREN BOARD: 01793 4669903: out of hours - 01793 436699

Swindon Safeguarding: Multi Agency Service Hub (online via www.swindon.gov.uk)

VULNERABLE ADULTS SWINDON CARE LINE: 0800 085 66 66

