



Religious Society of Friends (Quakers)
General Meeting for Scotland
Safeguarding Policy agreed by the
Trustees of General Meeting for Scotland on
2 March 2013

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) General Meeting for Scotland

Address:

Tel No:

Email address:

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): General Meeting for Scotland (hereafter referred to as the Meeting, or General Meeting), its properties and its employees.

2. STATEMENT OF INTENT

2.1 The Trustees of General Meeting (hereafter referred to as the Trustees) recognise the importance of 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 to 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 General 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 maintain the Meeting's membership of CCPAS. They will file a copy of the policy and practice guidelines with CCPAS, 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 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 work within the Scottish legislative framework and they undertake to follow the principles found within guidance issued by the Scottish Government and by the Home Office. They acknowledge that 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 Co-ordinator and a Deputy Safeguarding Co-ordinator are appointed by General Meeting.

4 RESPONDING TO ALLEGATIONS, OBSERVATIONS OR ADMISSIONS 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. In an emergency the police should be telephoned.
- b) Concerns must then be recorded and reported in accordance with the Procedures and Guidelines which have been created by members of General Meeting.
- c) 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.

4.2 The role of the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator 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 relevant Social Work Department or to the police. It is a social 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 Meeting's insurance. These individuals should decide if and when information should be passed to the Meeting's insurers and to the Office of the Scottish Charity Regulator.
- 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 Co-ordinator/ Deputy Safeguarding Co-ordinator in their roles, and they 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 Co-ordinator or the Deputy Safeguarding Co-ordinator has not responded appropriately, or who has a disagreement with the Safeguarding Co-ordinator or the Deputy Safeguarding Co-ordinator 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 government guidelines including "Safe from Harm" (HMSO 1993), 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 General Meeting.

7. SUPPORT FOR THOSE AFFECTED BY ABUSE

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

8. WORKING WITH PREVIOUS 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 General Meeting is known to have abused children, young people or vulnerable adults, the Trustees, together with General 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 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.

9 REVIEWING OF POLICY

The Trustees will ensure that this policy is reviewed annually.

10. APPROVAL

This policy was approved at a meeting of the Trustees of General Meeting held in Glasgow on 2 March 2013, Minute 7. It was subsequently accepted at a meeting of Meeting held in on
....., by Minute

..... Clerk to Trustees. Date:

..... Clerk . Date:

Safeguarding Policy

Appendix 1

Current post holders as at 1 April 2013

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

Post	Name	Phone no.	Email
Safeguarding coordinator			
Deputy Safeguarding Coordinator			
General Meeting Clerk	Robin Waterston	01334 474129	robin.waterston128@gmail.com
Clerk to General Meeting Trustees	Robin Davis	01786 823226	robin.davis@phonecoop.coop
Responsibility for insurance	John Phillips	0131 667 5322	john.h.phillips@blueyonder.co.uk
Clerk to Children and Young People Function Group	Madeleine Harding	0131 554 6794	madinleith@yahoo.co.uk