Area Meeting

QUAKERS

Safeguarding Toolkit

Appendices to Safeguarding Policy & Procedures (England)

Manchester And Warrington Area Quaker Meeting v3

(see back page for Policy, Toolkit and Forms version history)

Agreed by Area Meeting Trustees on	15 September 2022 Updated 19 September 2024 25 September 2025 5 March 2026
Minute number	2022/41 20234/41 2025/56 2026/04
Signed	
Name signed by (Clerk of Trustees)	John Booth
Date for next annual review by Trustees	BYM additions Autumn 2023 made to MWAM September 2024 Next annual review due June 2026
The role-holder responsible for starting the next review	Lead Trustee for Safeguarding

Key Contacts

If reporting a concern to the Local Authority (LA), make written notes (using Form E3 of Toolkit if appropriate) and then phone the relevant LA. ***If possible, use the contact number for the LA where the person lives.*** You may be asked to complete a form online, accessed via the website of the relevant LA.

Role/Organisation	Name/details	Phone	Email
AM Safeguarding Coordinators	Ben Wickens Alexandra Cassons Area Meeting Office:	0161 834 5797	mwamsafeguarding@gmail.com
Lead Trustee for Safeguarding	Siobhan Harpur	07883 872708	mwamsafeguarding@gmail.com
Clerk of AM Trustees	John Booth	07881 821259	mwamclerkoftrustees@gmail.com
Thirtyone:eight - specialist safeguarding advice for Quakers	Helpline Mon-Fri 9am-5pm Emergency out of hours phone service Weekdays 7-9am, 5pm - midnight Weekends 7am till midnight	0303 003 1111	helpline@thirtyoneeight.org
Britain Yearly Meeting Safeguarding Officer – general support	Ask for the Safeguarding Officer Office hours	020 7663 1103	safe@quaker.org.uk
Manchester Local Authority **Safeguarding Children and Adults** www.manchester.gov.uk/info/100010/social_services/3843/tell_us_about_someone_being_abused_or_neglected	For **Central and South Manchester**	Manchester Contact Centre 0161 234 5001 (24/7, 7 days a week)	mcsreply@manchester.gov.uk
Salford Local Authority **Safeguarding Children** www.salford.gov.uk/worriedaboutachild **Safeguarding Adults** www.salford.gov.uk/health-and-social-	For **Eccles** 8.30am to 4.30pm Emergency Duty Team (out of hours) Mon – Fri 8.30am-4.30pm	0161 603 4500 0161 794 8888 0161 206 0604	Referrals via website portal salford.socialservices@nca.nhs.uk or via website portal

care/safeguarding-adults	Emergency Duty Team (out of hours)	0161 794 8888	
Trafford Local Authority **Safeguarding Children** www.traffordsafeguardingpartnership.org.uk/safeguarding-children-and-young-people/Worried-about-a-child/Are-you-worried-about-a-child-or-young-person.aspx **Safeguarding Adults** https://myway.trafford.gov.uk/web/portal/pages/publicconcern	For **Sale** Trafford Children's First Response Mon to Fri 8:30am to 4:30pm Emergency Duty Team (out of hours) Mon to Fri 8.30am to 4.30pm Emergency Duty Team	 0161 912 5125 0161 912 2020 0161 912 5135 0161 912 2020	firstresponse@trafford.gov.uk AdultSafeguardinghub@trafford.gov.uk
Warrington Borough Council **Safeguarding Children** www.warrington.gov.uk/mars **Safeguarding Adults** www.warrington.gov.uk/report-abuse-vulnerable-adult	For **Warrington** Office hours Outside office hours Office hours Outside office hours	 01925 443322 (option 1 then option 1) 01925 443322 (option 2) 01925 443322 01925 444400	
NSPCC	Helpline Mon to Fri 10am – 4pm	0808 800 5000	help@nspcc.org.uk 24/7
Police	Emergencies Non-emergencies	999 101	

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A General

The documents in this section cover procedures and are essential for all Area Meetings

A.1 Responsibilities of Key Roles

Key Roles

- **Area Meeting Trustees** – responsible for safeguarding on behalf of the AM
- **Area Meeting Lead Trustee for Safeguarding**– one of the Trustees

Responsibilities of AM Trustees

General

- Hold ultimate responsibility for safeguarding on behalf of the AM.
- Ensure that the Safeguarding Policy and Procedures are agreed by the Area Meeting in session.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Set aside sufficient resources for training.

Reports and reviews

- Consider the annual report from the Safeguarding Coordinators, and annually review the AM's safeguarding policy, procedures and practice.
- Initiate a more comprehensive review every three years.

Roles

- Ensure that Safeguarding Co-ordinators and a Lead Trustee for Safeguarding are appointed.
- Support the Safeguarding Co-ordinators in their role.

Training and development

- Have a safeguarding induction at the start of the role, and recognised safeguarding training tailored to their role, and refreshed at least every 3 years.

Clerk of Trustees, in addition:

- Agree small changes to the contacts section of the policy, on behalf of trustees.
- If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. The Clerk of Trustees will then determine whether and what information should be passed to:
    - the Charity Commission (as a serious incident),
    - the AM's insurers (because of possible legal action),
    - and other Trustees (because of wider implications).

Responsibilities of the AM Lead Trustee for Safeguarding:

General

- Support Quakers in maintaining a culture of safety.
- Follow the Safeguarding Policy and Procedures, and abide by the Code of Conduct.
- Seek and follow advice and guidance from Thirtyone:eight, Britain Yearly Meeting and statutory child and adult safeguarding services.
- Advise trustees on safeguarding issues.
- Encourage Trustees to set aside sufficient resources for training.
- Fulfil the responsibilities of a Trustee.

Training and development

- Have a safeguarding induction at the start of the role, and recognised safeguarding training tailored to their role, and refreshed at least every 3 years.
- 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 DBS Verifiers, Trustees, Pastoral Care Team, Children's Convenors etc.

Responsibilities of the AM Safeguarding Co-ordinators:

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 the AM 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 Clerk of Trustees and Lead Trustee for Safeguarding.
- 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 and Procedures.
- Be available to assess risk, safeguarding and pastoral needs with meetings when a person who may pose a risk wishes to attend.

Support

- Support the Clerk of Trustees in dealing with more complex reports or concerns.
- Support the Clerk to Trustees with the completion of the section on safeguarding for the Trustees' Annual Report to the Charity Commission.
- Support local meetings and other groups to develop good practice, and record their practice.
- Support DBS 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, overseers or other role-holders as appropriate.

Administration

- Prepare an annual Safeguarding Report for Trustees.
- Oversee the annual safeguarding assurance process, collating and reviewing the Annual Reports from Local Meetings.
- Advise Trusteees in relation to the need for annual updates to the Safeguarding Policy and Procedures and any further AM safeguarding documents and ensure Trustees make all necessary decisions.
- Keep confidential records on Safeguarding issues that arise in local meetings, storing and retaining it in line with the Policy and Procedures.

Training and development

- Have a safeguarding induction at the start of the role, and recognised safeguarding training tailored to their role, and refreshed at least every 3 years.
- 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 DBS Verifiers, Trustees, Pastoral Care Team, Children's Convenors etc.

- For more information, see:

    - the BYM webpage for safeguarding co-ordinators: www.quaker.org.uk/safeguardingcoordinators *Please note - BYM uses the term Safeguarding Coordinators to cover what we call the Lead Trustee for Safeguarding*
    - Thirtyone:eight's guide for safeguarding coordinators: https://thirtyoneeight.org/get-help/resources/help/im-a-safeguarding-coordinator/page-components/im-a-safeguarding-coordinator/

Responsibilities of Elders and Pastoral Care Team (with regard to safeguarding)

- Follow the Safeguarding Policy and Procedures, and abide by the Code of Conduct.
- Offer pastoral care and support to all those who have been affected by abuse.
- Where appropriate, work with the Safeguarding Co-ordinators to ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk.
- Have a safeguarding induction before starting the role, and recognised safeguarding training, initially and refreshed at least every 3 years.
- Convenor of Pastoral Care Team (or another member of the team): jointly review local meeting practice, reporting to trustees using the form annually.

Responsibilities of the LM Clerk (with regard to safeguarding)

- Have a safeguarding induction at the start of the role. Recognised safeguarding training is beneficial rather than essential.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Ensure the safeguarding poster(s) and summary are on display.
- Jointly review local meeting safeguarding practice, reporting to trustees using the form annually.

Note: The Local Meeting Clerk may also be the DBS Verifier.

Responsibilities of the DBS Verifier

This role may be fulfilled by the Local Meeting Clerk, or may be undertaken by someone else.

- Have a safeguarding induction at the start of the role, and recognised safeguarding training tailored to their role, and refreshed at least every 3 years.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Ensure that all volunteers and employees who work with children and young people have a Disclosure and Barring Service (DBS) 'enhanced' certificate.
- In rare situations where Friends undertake regulated activity on behalf of the meeting, ensure they have a Disclosure and Barring Service (DBS) 'enhanced with barred lists' certificate.
- Support each individual with applying for DBS clearance and registering for the DBS Update Service.
- DBS certificates from an employer or another voluntary organisation are not transferrable.
- Encourage Friends to join the DBS Update Service (free for volunteers), giving their consent to allow the meeting to access their certificate, instead of needing to apply for a new check each time. Explain there is a short period of time after they receive their certificate in which they can join.
- Ensure that when a role-holder or employee has been checked by the DBS and cleared to work with children and young people or adults, the Local Meeting Clerk and the Area Meeting Admin Officer are informed. A record of the dates of DBS checks of all volunteers will be kept centrally in a secure database.
- Complete renewals / check updates (currently every 3 years).
- Separate and store the documents related to volunteers who have stopped being helpers.
- Jointly review local meeting practice, reporting to trustees using the form annually.

Responsibilities of Nominations Committee (with regard to safeguarding)

- Have a safeguarding induction at the start of the role.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Bring relevant nominations to Area Meeting.
- Pass paper records of all documents to AM Admin staff for secure storage.
- Carefully consider the suitability of an individual for certain roles, including (but not only) offenders and those who may pose a risk.
- Ensure that the safer recruitment practices are used for the roles that require them.

Responsibilities of Area Meeting (paid) Admin Staff

- Have a safeguarding induction at the start of the role.
- Follow the Policy and Procedures, and abide by the Code of Conduct.
- Maintain a secure electronic record of all DBS checks, Safeguarding Inductions and Safeguarding Training undertaken by role-holders within the Area Meeting
- Remind Verifiers of when DBS checks are due for renewal
- Remind role-holders of when their training updates are due
- Store paper records relating to Safer Recruiting securely in the Area Meeting office.

A.2 Poster

Section 3.4.4 of the Policy covers the use of the poster on the next page.

Safeguarding is a priority here

We are committed to creating safer places 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:

Area Meeting Safeguarding Coordinators: Alexandra Casson (Sale) & Ben Wickens (Central Manchester)

Area Meeting Safeguarding Lead Trustee: Siobhan Harpur (Warrington)

Contact details: Via Area Meeting Office 0161 834 5797 or mwamsafeguarding@gmail.com

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

If there is immediate risk or danger, contact the police on 999. For urgent or independent advice, call Thirtyone:eight on 0303 003 1111

Our safeguarding policy is available on request and on our website: www.manchesterquakers.org.uk/safeguarding

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

Manchester and Warrington Area Meeting

Other useful contacts:

Childline	**0800 111**
NSPCC	**0808 800 5000**
Stop It Now! Child Sexual Abuse helpline	**0808 1000 900**
Hourglass: Action on Elder Abuse	**0808 808 8141**
National Domestic Violence Helpline	**0808 2000 247**
National Association for People Abused in Childhood (NAPAC)	**0808 801 0331**

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A.3 Working with offenders and those who may pose a risk

This Appendix gives more guidance, and builds on section 6.2 of the Policy.

Please refer to:

> **Thirtyone:eight's online safeguarding manual Standard 9: Managing those who may pose a risk**
>
> https://thirtyoneeight.org/get-help/safeguarding-manual/england/9-managing-those-who-may-pose-a-risk/

This begins:

Organisations must have strategies in place to supervise and manage individuals who pose a risk to others, and have committed, or been accused of, sexual or other crimes against anyone - children, young people and adults.

Unlike other groups in the community, churches and other faith groups are generally open to all ages of people. Those who attend are in close proximity to each other. For most people, this is a joyful situation whereby people can form friendships and associations and live in 'community' with each other. For Christian groups, this is a calling to do based on Christian principles. However, this does not mean that safeguarding principles should be compromised. Christian teaching also requires us to have strategies in place to ensure that no person poses a risk to others.

Thirtyone:eight recommends that due to the addictive and/or persistent nature of certain abusive behaviours there needs to be great caution in recognising and dealing with people who may be a risk. This is especially true if a person has committed sexual offences, and they should never again work or be placed in any position of responsibility that puts them in contact with children, young people or vulnerable adults. Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

Whilst this standard may be applicable for other organisations as well as churches, it is especially likely to be an issue for places of worship and faith communities. This is because the doctrine of universal forgiveness, acceptance and restitution is often embedded within tenets of faith. Their doors may well be open to all, including those who pose a risk to children and adults.

It is fact that those in the community who pose a risk to, have committed, or been accused of sexual or other crimes against others, may wish to be actively involved in local organisations or groups.

This can be for a number of different reasons and it is vital that organisations ensure children, young people and vulnerable adults are safeguarded. Having said this, the organisation can also explore strategies that, if implemented, mean these individuals can be managed and supported within the organisation without compromising the safety of others.

We must never lose sight of the fact that although some will be looking for support to address their offending behaviour, others may be seeking contact with children, young people or vulnerable adults to abuse them. This is a very difficult thing for some to accept but it is based upon sound evidence including the testimony of offenders themselves.

REMEMBER, churches are unique organisations in having adults and children in close proximity to each other AND having an open-door policy. This makes it doubly important to have a robust policy in place for all aspects of safeguarding.

The manual continues with Policy Considerations, Procedural Implications and Practice Guidelines.

The manual also links to **further guidance**:

In Focus: Clauses to consider in a contract with a sex offender

Practice Guide: Sex offenders and church attendance

Practice Guide: Contracts and Agreements

Practice Guide: Someone I care About May Be a Sex Offender

Quaker Life guidance

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

A.4 Storing and retaining records

Records

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

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

Keeping a brief account of the activities undertaken may also be useful for communication between volunteers, but is not necessary for safeguarding purposes.

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

Helper and role-holder personal details forms or application forms, references, DBS and any other relevant records will be retained confidentially by central admin staff on behalf of the AM 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 AM Safeguarding Coordinators and Lead Trustee for Safeguarding.

Secure Storage

Each local meeting and the area meeting will identify where information will be securely stored, and the AM Safeguarding Coordinators and Lead Trustee for Safeguarding informed. This includes meetings without a meeting house. A minimum is that records will be kept in a locked drawer or cabinet. LMs can choose to have records not required regularly stored securely by central admin staff.

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.

A.5 Local Meeting Annual Safeguarding Report to AM 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 Care Team. This report is sent to the AM Safeguarding Coordinators, who then report to Trustees.

Local meeting: _____ Date _____

Those completing the review: _____

		Yes /No	Comments? Difficulties? Successes?
1	Is the full AM safeguarding policy available to everyone involved in working with children, young people and adults at risk? How? On a website?		
2	Is the safeguarding poster on display for adults and children to see, along with the policy summary?		
3	Do you follow the safer recruitment procedure, for volunteers and employees who work with children and young people or adults at risk? This includes role descriptions, personal details form, self-declarations, interviews, references, DBS checks (where eligible) and checking relevant qualifications (rarely needed). (Section 3.3)		
4	Have all relevant role-holders received the safeguarding induction set out in the policy? (Section 3.4.2)		
5	Have all relevant role-holders received the recognised safeguarding training set out in the policy? (Section 3.4.3) - Comment on any gaps.		
6	Do you follow the guidance to always have at least two DBS-checked adults with any group of children or young people? (Appendix D1)		
7	Have you an up to date risk assessment for your children and young people's activities? (Appendix D7)		
8	Do you use the practice guidelines in the AM policy and procedures (Section 4 and Appendices section D) any agreed local arrangements for your local meeting contained in the policy's appendix D2 and the guidance in Thirtyone:eight's online manual?		
9	Do you use general information and consent forms about each child and young person? consent forms for off-site activities? image consent forms?		
10	Does your meeting have any known		

		Yes /No	Comments? Difficulties? Successes?
	offenders involved in the life of the meeting? How many?		
11	Are there any written contracts currently in place with offenders, alleged offenders and others deemed as posing a risk? How many?		
12	Have there been any safeguarding concerns in your meeting during the year? How many?		
13	Were they responded to in accordance with the policy?		
14	Have there been any safeguarding allegations made against a member or attender or staff member during the year? How many?		
15	Has your meeting had the resources to fulfil safeguarding requirements? What was missing? What would help?		
16	Has your meeting been in direct contact with the AM Safeguarding Coordinators during this year to consider policy or procedures?		
17	Are there any issues you want to raise regarding safeguarding practice?		

Thank you very much for completing this form. The information provided will help us to support you in carrying out your vital role of safeguarding all children and adults from harm, abuse or neglect.

A.6 Annual Safeguarding Report to BYM

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

Area Meeting name	
Lead Trustee for Safeguarding	
Name	
Telephone	
Email	
Safeguarding co-ordinator 1	
Name	
Telephone	
Email	
Safeguarding co-ordinator 2	
Name	
Telephone	
Email	
Expert advice and support	
Is the AM registered with an expert agency such as 31:8?	Yes/No
Name of agency	
Training	
Has all necessary role-holder safeguarding training been undertaken or scheduled? If not, please set out measures to be taken to correct this.	
AM safeguarding policy	
When was the AM's safeguarding policy last reviewed?	
Safeguarding concerns	
Does the AM have any contracts in place with individuals, to ensure the safety of all? *If 'yes', please list on a separate page – the BYM Safeguarding Co-ordinator may need to discuss these with you*	Yes/No
Have there been any safeguarding issues or concerns within the AM over the last 12 months? *If 'yes, please add notes separately – the BYM Safeguarding Co-ordinator may need to discuss these with you*	Yes/No
Date of report	

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

B Definitions and Signs of Abuse

The documents in this section provide more detailed definitions and information about abuse. They contain essential reference information for all AMs.

B.1 Definitions of child abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger; for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It 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. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: Sexual abuse involves forcing or 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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also 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.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation

Child sexual exploitation is a 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

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Government guidelines include 'extremism' as a safeguarding risk category. Quakers in Britain have minuted and spoken out against the inclusion of nonviolent extremism within this definition, and against the application of the wider Prevent counter-extremism strategy. Our concerns include:

- *The conflation of violence and nonviolence.*
- *The apparent perception that nonviolent action is a precursor to or risk of violence, which is a direct challenge to the Quaker commitment to nonviolent social change.*
- *The disproportionate engagement of Prevent with Muslims, in a way that can be considered discriminatory, and the damage this is having on interfaith relations (as identified by the Quaker Committee for Christian and Interfaith Relations in their document* Quakers and Other Faiths *in 2012).*
- *The drawing of teachers, health workers, landlords and others into duties to report concerns about extremism, which contributes to the 'securitisation' of society, where everything is seen in terms of threats and the need to secure ourselves against them. Part of our peace campaigning and peace education work is to resist the securitisation and militarisation of society in all its forms.*

Friends wishing to view the government guidelines can find them here:
www.gov.uk/government/publications/prevent-duty-guidance

Further definitions

This is not an exhaustive list. Further definitions of abuse can be found here:
https://thirtyoneeight.org/get-help/safeguarding-manual/infocus/further-definitions-of-abuse-children/

More information is available in the Thirtyone:eight **Safeguarding Manual Section 7: Responding to Concerns**: https://thirtyoneeight.org/get-help/safeguarding-manual/england/7-responding-to-concerns/

B.2 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

- 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. which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult 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, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- 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.

*These indicate the possibility that a child or young person is self-harming.

B.3 Definitions of adult abuse

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including 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 or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

B.4 Signs of abuse/neglect in adults

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

- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or
- people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual,
- financial, emotional abuse; so called 'honour' based violence and Female Genital
- Mutilation.
- Note the age range for domestic abuse is extended to 16- and 17-year-olds

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual
- intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or
- loss of money
- Sudden inability to pay bills, getting into debt

- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early/late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality, or other protected characteristics
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Organisational Abuse

- Low self-esteem; withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions

- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

C Safer Recruitment

The documents in this section help recruit safely to voluntary or paid roles. They are essential for any meeting which runs activities for children and young people (including children's meeting) or vulnerable adults.

C.1 Role description for a children's meeting volunteer

Volunteers will:

1. Provide a safe and enjoyable environment in which children can experience the Quaker community.
2. Contribute using pre-prepared materials, and from their own experience.
3. Keep an attendance register with the names of the children and helpers, and complete a brief diary of the events of each meeting.
4. Receive an induction.
5. Undertake safeguarding training initially, and a refresher at least every three years.
6. Follow the Code of Conduct, good practice guidance and any local arrangements.
7. Report and record any possible safeguarding incidents, concerns or worries to the AM Safeguarding Coordinator
8. Be aware of the local meeting's health and safety assessment for children and young people, and arrangements in place.
9. Record any accidents or injuries according to the local meeting arrangements.
10. Contribute to reviews on how arrangements for children's meetings are working.

All children's meeting volunteers have a probationary period of three months or three meetings (whichever is longer), after which there will be a review. V1 15/9/22

C2 Personal Details Form (volunteers)

Please return to Mary Atkinson, Area Meeting Administrator at admin@manchesterquakers.org.uk from your personal e-mail address.

For volunteers working with children, young people & adults at risk

We ask all prospective volunteer workers with children, young people and adults to complete this form. 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

Your LM DBS Verifier will need to see birth/marriage certificates or documents regarding a change of name.

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 _____

_____

_____

3. 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 current or previous* local or area meeting. 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.

*If you have recently moved

Name _____ Name _____

Address _____ Address _____

_____ _____

Post code _____ Post code _____

Tel No. _____ Tel No. _____

Relationship_____ Relationship _____

Email _____ Email _____

Please also complete the Self-declaration Form (C4) and return it to the AM Administrator, and the Request for a DBS Check form (C4a) and send it to your DBS Verifier (the person responsible for processing Disclosure Checks with whom you are welcome to discuss any aspects of this procedure). Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Request for a DBS Check form to the Verifier.

A typed signature is acceptable if you send this form from your personal e-mail address.

Signed _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form). V2 Sept 2026

C3 Personal Details Form (employees)

For employees working with children, young people & adults at risk

We ask all prospective workers with children, young people and adults to complete this form. 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

We will need to see birth/marriage certificates or documents regarding a change of name.

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. This should 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 _____

_____

_____

3. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	**Employed from (Date)**	**Employed to (Date)**	**Job Title and Description**	**Reason for Leaving**

4. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details: Organisation: _____

Contact person: _____ Address: _____

_____ Tel no:_____

Details of duties: _____

_____

5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. 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 _____

Please would you complete the attached Self-declaration Form (C4), place it in a sealed envelope and address it to _____(the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form). V1 15/9/22

C.4 Self-Declaration Form (enhanced disclosure) and C4 (A) (Verifier)

for a position requiring an Enhanced Level Check / Enhanced Level Check with Barring Disclosure (can be completed electronically)

Please complete this form and return it to your Recruiter detailed below, by e-mail or in a sealed envelope.

To: Mary Atkinson, Area Meeting Administrator, on behalf of the Safeguarding Co-ordinators

Address of Recruiter: admin@manchesterquakers.org.uk or marked P&C to Area Meeting Administrator, Friends Meeting House, 6 Mount St, Manchester M2 5NS.

Role considered for:

STRICTLY CONFIDENTIAL
We undertake to meet the requirements of the Data Protection Act 2018 and all amendments made on or before May 25th 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

1. **Conviction History**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

For notes marked with an asterisk, please see links below

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes ○ **No** ○ **(please tick)**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s)? Continue on a separate sheet if necessary.

2. **If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people?**

Yes ○ **No** ○ **(please tick)** If yes, please give details:

3. **If the role is with adults at risk has there ever been any cause for concern regarding your conduct with adults?**

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable).

Yes ○ **No** ○ **(please tick)** If yes, please give details:

Declaration

A typed signature is acceptable if you send this form from your personal e-mail address.

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name)…….of (address)……

consent to a criminal record check if nominated for the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services (Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

Signed Date

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity, please confirm that you are not barred from working with children or adults at risk. (If the work falls outside the scope of regulated activity, leave blank.)

I confirm that I am not barred from working with children /adults at risk.

Signed Date

*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

Legal notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or adults at risk all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults at risk within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.DBS Eligibility from:
https://www.gov.uk/government/publications/dbs-check-eligible-positions V2 Sept 2026

C4(A) Verifier - Request for DBS check or DBS Status check

To be completed and sent to a DBS Verifier

(Can be completed electronically and sent by e-mail from your personal e-mail address)

If you yourself are your Local Meeting Verifier, or you and your Local Meeting Verifier are closely related, you should request a check from another Verifier within the Area Meeting. Otherwise, you can choose whether to have the check done by your Local Meeting Verifier or another Verifier within the Area Meeting.

Dear _____(Verifier)

I am being considered for the role of: _____

My Recruiter is: Safeguarding Coordinators (c/o Area Meeting Administrator)

Recruiter's email address: admin@manchesterquakers.org.uk or by post, marked P&C, to Area Meeting Administrator, Friends Meeting House, 6 Mount St, Manchester M2 5NS

Please inform my Recruiter of the result of the check using *Form C10(A) Verifier confirmation DBS check*

***Please delete as appropriate:**

*Please arrange a DBS check

*This will be my first DBS check

*Please perform a DBS status check with the DBS Update Service, with which I am registered, or a new DBS check if my registration has expired

*Date and Certificate number of my last DBS check

Details required by Verifier:

Title: _____

Forename(s):_____

Surname: _____

Date of Birth: _____

Contact telephone number (mobile preferred): _____

E-mail address:_____

A typed signature is acceptable if you send this form from your personal e-mail address.

Signed: _____ Date: _____ v2 Sept 26

C.5 Self Declaration Form (not enhanced disclosure)

(if not eligible for Enhanced Disclosure check)

Only to be used for roles not eligible for an Enhanced Disclosure check. There are certain roles in a variety of settings working with vulnerable groups where an Enhanced Disclosure Check is not possible, but it is desirable or necessary for the person to support the expectations of the Quaker meeting. Whilst not a legal requirement, it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct. This form needs to be used with care and should not be used as a 'fishing' exercise.

You are asked to complete this form and return it to the recruiter/DBS Verifier detailed below, in a separate sealed envelope

To: (*Name of recruiter/DBS Verifier*) _____

Address of recruiter/DBS Verifier: _____
(Usually the Quaker meeting)

Role considered for: _____

STRICTLY CONFIDENTIAL

As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

The expectations of this role are that you have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you are being considered for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name) _____

of (address) _____

_____

understand the expectations of Manchester and Warrington Area Meeting (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed _____ Date _____

v1 15/9/22

C.6 Reference request letter

for people being considered for positions with children, young people or adults at risk

Dear

Reference Request for [*Name of Applicant*]

The above-named person is being considered to work with [*the children/young people/adults at risk*]* at [*name of place of worship/organisation – usually the local meeting*]

As I am sure you are aware, before we can accept anyone to work with [children / adults at risk]*, whether on a voluntary or paid basis, we must be sure that they are suitable. This person has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it by email or in the pre-paid envelope as soon as possible. A copy of the [*job description/person specification/volunteer role profile]** is enclosed.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact [*name*] on telephone number [*number*].

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

*Delete as appropriate

V2 14/3/24

C.7 Reference request form (volunteers) for volunteer workers with children or adults at risk (**can be returned by email to admin@manchesterquakers.org.uk from your personal or work email address)**

Private and Confidential.

REFERENCE FOR (name): _____

ROLE CONSIDERED FOR: _____

Your name: _____

Your Occupation: _____

How long have you known this person? _____

In what capacity do you know this person? _____

Do you have any reason (including knowledge of any criminal convictions) to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* *?

Yes ☐ No ☐ (please tick)

If you have answered yes, we will contact you for further details

What, in your view makes them suitable for this role/post (Job/Role Description attached)?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with children/young people/adults at risk (*delete as appropriate*)?

A typed signature is acceptable if you send this form from your personal e-mail address.

Signed _____ Date_____

Name _____

Address _____

Phone number _____ Email_____

Thank you for providing this information. We may need to contact you to confirm that you have written this reference. V2 Sept 2026

C.8 Reference request form (employees)

for paid workers with children or adults at risk

Private and Confidential.

Reference for (name): _____

Role considered for:: _____

Your name: _____

Your Occupation: _____

How long have you known this person? _____

In what capacity do you know this person? _____

Do you have any reason to be concerned about this person being in close contact with or having responsibility for *children/young people/adults at risk* *?

Yes ☐ No ☐ (please tick)

If you have answered yes, we will contact you for further details

In your view what makes them suitable for this role/post (Job/Role Description attached)?

Please rate the person on the following: What is your assessment of the person on the following qualities?

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Reliability					
Self-Control					
Commitment					
Trustworthiness					
Understanding/Empathy					
Awareness of Risk					

Practicality					
Patience					

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with *children/young people/adults at risk* *?

** Children/young people/adults at risk - delete as appropriate*

You may wish to add further relevant criteria

Signed _____ Date_____

Name _____

Address _____

_____

Phone number _____ Email _____

Thank you for providing this information. We may need to contact you to confirm that you have written this reference. V1 15/9/22

C.9 Code of Conduct

for staff and volunteers working with children, young people and adults at risk and all role-holders in a position of trust.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect children, young people and adults at risk from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk, you are acting in a position of trust on behalf of the AM. 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
- Discuss any concerns, however vague, in confidence with a member of the Area Meeting Safeguarding team, the Area Meeting Pastoral Care Team or with one of the other recommended agencies such as Thirty one: eight or the NSPCC
- 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 that breaches the *Practice guidelines for working safely with children and young people* (see Section D.1 of Safeguarding Toolkit)
- Engaging in any behaviour which might allow a sexual relationship to develop between a child, young person or adult at risk and a person in a position of trust, for as long as the relationship of trust continues. All adults working with children, young people and adults at risk are considered to be in positions of trust
- 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

Breaching the Code of Conduct

If you have breached the Code of Conduct there would be a meeting to explore a way forward. In the case of paid staff the line manager will consult the safeguarding coordinator as appropriate. If a complaint or allegation has been made of a serious nature there would need to be a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. 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).

Declaration

A typed signature is acceptable if you send this form from your personal e-mail address. Please send to Area Meeting Administrator by email to admin@manchesterquakers.org.uk or by post marked private and confidential to Area Meeting Administrator at Friends Meeting House, 6 Mount St, Manchester M2 5NS.

I agree to abide by the expectations outlined in this document and confirm that I have read the MWAM Safeguarding Policy & Toolkit and any other relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

V2 Sept 2026

C.10 DBS Update Service: Consent to Quaker Access

(can be completed electronically)

If you have joined the DBS Update service, then you may choose to give permission to Quakers to check your status periodically. This will mean that you will not normally need to reapply for a new DBS criminal records check.

Please note that the Update Service will send an email annually asking for confirmation that you still wish to be registered – <u>you must reply to this or your registration will end.</u>

To enable Quakers to check your status please supply the following information:

Your name, as it appears on your DBS certificate: _____

DBS certificate number: _____

Date of issue of DBS certificate_____

Date of birth, as recorded on the DBS certificate: _____

I confirm that I have registered with the DBS Update Service: ☐ (tick)

I agree that Manchester and Warrington Area Quaker Meeting may access my record on the DBS Update service periodically.

A typed signature is acceptable if you send this form from your personal e-mail address.

Signed _____ Date _____

Please send to the DBS Verifier and to the Area Meeting Administrator admin@manchesterquakers.org.uk

If sending by post, send to DBS Verifier and to AM Administrator, Friends Meeting House, 6 Mount St, Manchester M2 5NS

V2 Sept 2026

C10(A) Verifier - Confirmation of satisfactory DBS/DBS Status check

(can be completed electronically)

Name of nominee, as it appears on DBS certificate:_____

DBS certificate number: _____

Date of issue of DBS certificate: _____

Date of birth, as recorded on the DBS certificate: _____

I confirm that I have checked the original DBS certificate and the details above are accurate.
Yes ☐ No ☐

I confirm that I have performed an Update Service check and the details above are accurate
Yes ☐ No ☐

I confirm that there is no information recorded on the *DBS check/Update Service check

No information ☐

*Delete as appropriate

If there is information recorded on the DBS check, then please contact the BYM Safeguarding Officer (see contact details below) so a risk assessment can be undertaken. Having a conviction is not an automatic bar to working with children or adults at risk, each case is considered individually.

A typed signature is acceptable if you send this form from your personal e-mail address.

Name (DBS Verifier):_____ Date_____

Meeting/Organisation:_____

Email address: _____

Please send to the Area Meeting Administrator, admin@manchesterquakers.org.uk, on behalf of the Safeguarding Coordinators (or to the Recruiter who has asked the nominee to obtain a DBS or DBS status check, if different)

V2 Sept 2026

C.11 Safeguarding requirements for Quaker roles in Manchester and Warrington Area Quaker Meeting

	Question	Yes	No	Enhanced DBS required?	Basic DBS required?	Basic DBS best practice?	Forms C2 & C4 plus 2 references required?	Form C5 required?	Training Required (with 3-yearly refresher)?	S/G induction required?
1	**Does this role work directly with children?**	x		Definitely			Yes. (References not required if working with other Quakers in the same Meeting for 1 year or more)		Yes	Yes
2	**Does this role work directly with adults known to be at risk?** (eg as a member of the Pastoral Care Team providing transport, visiting alone at home or providing personal care)	x		Yes, *(unless the Friend was already doing this in a personal capacity)			Yes		Yes	Yes

3	**Does this role involve advising or making a judgment on anything related to safeguarding?** (eg Lead Trustee for Safeguarding, Safeguarding Coordinator, staff working on safeguarding issues, DBS Verifiers, Trustees, Clerk of Trustees)	x		Yes, as Best Practice	Yes – if enhanced not possible		Yes. (References only required if the Friend is not well known to us)		Yes, with elements tailored to their role	Yes
4	**Does this role involve consideration of issues that may touch on safeguarding matters?** (eg talking with or about Friends who have particular needs as an Elder or member of the Pastoral Care Team)	x			Yes		Yes. (References only required if the Friend is not well known to us)		Yes	Yes
5	**Does this role involve access to confidential information that could be relevant to safeguarding?** (eg information given to Verifier for DBS checks, knowledge of specialist risk assessments, contracts around attendance at meeting for worship,	x				Yes		Yes		Yes

	children's dates of birth etc)									
6	**Does this role involve recruiting Friends to roles for which Safeguarding is particularly relevant?** (Nominations committee members)	x						Yes	Beneficial	Yes
7	**Does this role involve promoting a Safeguarding culture?** (eg Clerk of LM or AM)	x						Yes	Beneficial	Yes

*DBS should not be required but there should be clarity that the role holder is acting in a personal capacity and not as a necessary part of this role

V1 15/9/22

D Section D: Practice Appendices

The documents in this section are relevant to meetings running activities for children and young people - they can be used and adapted to suit the situation.

D.1 Practice guidelines

for working safely with children and young people

No two meetings are the same or provide the same activities. Each local meeting should review the activities they are involved in (described in Section 2.4), using these guidelines, and where adjustments or adaptations are needed record them in Appendix D2.

We use the following practice guidelines:

- Parents/responsible adults (RA) will complete a General Information and Consent Form (Appendix D3) for each of their children attending children's meeting, to be retained and made accessible to volunteers.
- Parents/RAs are asked to tell approved volunteers about any particular needs or sensitivities of their child.
- Parents/RAs remain responsible for their own children at all times until they are taken into the care of those responsible for children's meeting and from the end of the children's session. At other events, children remain the parent/RA's responsibility, unless specific arrangements are made.
- Parents/RAs of younger children are encouraged to remain with them for as long as is necessary.
- Parents/RAs are expected to remain available to assist with their children if required throughout 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 for other children, the parent/RA of that child may be asked to take over responsibility and remove the child or assist in the children's meeting.
- Young people may attend either Meeting for Worship or the children's meeting without a parent or responsible adult being on the premises, where all relevant permissions and contact details have previously been obtained.
- Where photographs or video are taken, Image Use Consent forms will be used (Appendix D5).
- Accidents and Incidents will be recorded on the form at Appendix D6, and where appropriate in the local meeting's accident book.

Supervision

- Each group of children will be supervised on all occasions by at least two people who have been safely recruited and have a current enhanced DBS check, and will always be within sight or sound of an adult. Further adults may provide additional support.

- If, despite always planning for two such people, 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:
    - Use another adult who is known and trusted
    - 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 recruited adult with a current enhanced DBS check - in exceptional circumstances not routinely.

- Ratios of Helpers to Children/Young People: There will be at least two helpers (including parents/RAs) at each session. So far as practicable we will follow the recommended ratios:
    - one helper for every three children under two years old
    - one helper for every four children aged two years old
    - one helper for every eight children aged three to eight years old.

  Consideration must be given to the age mix and maturity of the children, and to the type of activity. A short walk along a road needs more supervision than when the time is all spent in a field or garden.

- If children are taken out of the premises by adult volunteers, prior permission will be obtained from all parents/RAs of children present and there will always be a minimum of two adults. Children's Activity and Day Visit forms will be obtained from parents/RAs (Appendix D4).

- Any trips outside the meeting and particularly overnight stays will be appropriately risk assessed. (Appendix D7)

- Longer/Residential Events: Specific boundaries will be negotiated with young people regarding legal and illegal substance use, and sexual activity. Young people not keeping to these boundaries and rules may be asked to leave the event and their parent/RAs will be informed of the reason for this action.

- Children will leave the group only with adult helpers or their own parents/RAs.

- Children will not have unsupervised access to outside areas, kitchens, cookers or any cupboards storing hazardous materials including matches.

Conduct

- Everyone who works with children and young people is expected to abide by our Code of Conduct (Appendix C7).
- Adults who meet children or young people through their local meetings should have no direct contact with the children or young people concerned unless:
    - Children under 16: The parents/RA are made aware of all such contacts and given an opportunity to decide whether and to what extent such contact should take place and to be present or copied into all communications.
    - Young people aged 16 and 17: The parents/RA are aware of the existence of the communications and are agreeable to the communications taking place.
- It is unacceptable for those working with children and young people, and therefore in a position of trust, to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Personal Care

This is any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include: toileting; feeding; oral care; washing; changing clothes; first aid and medical assistance; supervision of a child involved in intimate self-care. Parents/RA have a responsibility to advise the people responsible for their child of any particular needs relating to their child, and include it on the General Information and Consent form. Only in an emergency would staff / volunteers undertake any aspect of intimate care outside of what is normal that has not been agreed by the parents/RA. Such acts of personal care should be reported to the person responsible for the occasion and parents/RA at the earliest possible time and recorded on an incident form.

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 Safeguarding Coordinator.

Further practice guidelines

These are available in Thirtyone:eight's online safeguarding manual https://thirtyoneeight.org/get-help/safeguarding-manual/england/5-working-safely/. Advice can also be gained from Thirtyone:eight's helpline.

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 Friends safely recruited with DBS clearance, consider the options in the section above. Children could be included in the adult meeting with some of the quiet resources described in *'Being ready for children'*.

D.2 Specific safeguarding arrangements

for particular local meetings

Here we record any specifics for each local meeting, and any variations from the requirements set out in the Policy or Appendices. They can be very brief, as most aspects should already be covered in the main policy and procedures, or in the Practice Guidelines for Working Safely With Children (Appendix D1), or in the Thirtyone:eight Safeguarding Manual.

[The wording for adults is the default, as most meetings will not be providing any activities that are regulated by Ofsted or the Care Quality Commission. If you do have any regulated activities, describe them briefly here, together with any specific arrangements in place – having taken advice from Thirtyone:eight because of the implications, such as for DBS checks. Also include a brief description of regulated activities in section 2.4.].

Manchester and Warrington Area Quaker Meeting

Children

We do not currently provide any activities for children which are regulated.

Young People

We do not currently provide any activities for young people which are regulated.

Adults

We do not currently provide any activities for adults which are regulated.

D.3 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/carer(s): _____

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: _____

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 adults approved by the place of worship/organisation leadership 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. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. _____ All necessary information concerning the child/young person's health, allergies, medication etc.
2. _____ Written agreement as follows: I understand:
    - 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/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email, the internet and social media. Do you give permission for children/youth workers to communicate via these methods to your child? Eg,contact via email with changes to the youth meeting times: **Yes / No**

I give permission for my child and the youth/children's workers to communicate using ***telephone* mobile* email* internet* social media**** for the purpose of arranging children/youth activities. *(*delete forms of communication you do not want your child contacted by.)*

Signed: (parent/adult with parental responsibility)

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 (NB: This may not include a foster

carer). If you would like to withdraw consent or have any further questions about the information we hold about you, **please contact**: _____

by (email): _____ (phone)_____

D.4 Children's Activities and Day Visits

Design your own information sheet to include the following:

- *Name of visit or activity*
- *Date*
- *Venue/destination*
- *Departure place and time*
- *Return place and time*
- *Cost (Inc. cheques payable to)*
- *Transport arrangements*
- *Items to be brought (coat, swimming kit, packed lunch, money etc.)*
- *Date by which reply is to be made, and person to whom it should be sent*
- *Details of contact for safeguarding concerns and emergency contact*

Include the reply slip below in your form.

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

- -

Reply Slip **One form per person**

Meeting/Group: ____

Visit or activity: ______________________________Date_______________

I have read the above information and I give permission for:

(full name of child/young person) ___________________________________

to take part in this activity.

Address: ____

____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity:

____

____

____

____

Phone number for emergencies:

Day: _____ Evening_____

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

- All necessary information concerning the child/young person's health, allergies, medication etc.
- Written agreement as follows:

I understand:

- 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/dental treatment as necessary.

I enclose a cheque or cash to the sum of £ _____

Signed:_____

Name: _____
(parent/or adult with parental responsibility)

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

D.5 Image Use Consent Form

Name of organisation commissioning photography _____

To: (Name of person with parental responsibility): _____

Name of child: _____ age: _____

Organisation child attends: _____

Location of photography: _____

We would like to take ***photograph(s) / make a video / webcam recording**** of:

_____ (name of child/ren)

These images may appear ***in our printed publications, on our website, or both****.
**Delete/add as appropriate*

To comply with the Data Protection Act 2018, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

_____

_____

(Insert name of worker commissioning the photography and return address.)

To the parent

1. May we take images of your child during activities of the group or at the event?
   YES/NO
2. May we use your child's image in our printed promotional publications?
   YES/NO
3. May we use your child's image on our website?
   YES/NO

Signed: (parent/adult with parental responsibility) _____

Parent/adult's name: _____

Date: _____

Continues/

By the Youth/Children's Worker

I have checked which parents/responsible adults are happy for their child(ren)'s images to be used in (organisation's) _____ printed publications or on its website or both. **YES/NO**

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Youth/Children's worker name: _____

Date:_____

Conditions of use

1. _____ This form is valid for (length of time in years) *from the date of signing/ for this project only)**. Your consent will automatically expire after this time.

2. _____ We will not re-use any images **after this time/*after the project is completed*.

3. _____If you would like to withdraw your consent at any point, please contact (name and role) _____

   on phone _____ or email_____

4. _____We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.

5. _____We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.

6. _____We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

7. _____We will only use images of children and young people who are suitably dressed,

to reduce the risk of such images being used inappropriately e.g. we will not publish material from a swimming activity.

*(*Please delete the option that does not apply.)*

D.6 Accident / incident 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.

Incident Date: _____ Time:_____

Names, addresses and ages of those involved in the incident

_____

_____

_____

_____

Where did this incident take place?

_____

Name of organisation:

_____

Name of the group:

_____

Who is normally responsible for group? (Name, address and telephone number)

_____

_____

_____

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

_____

_____

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

_____

_____

_____

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

_____

_____

_____

_____

Describe the accident/incident (include injuries received and any first aid or medical treatment given):

_____

_____

_____

_____

_____

_____

Have you retained any defective equipment?

Yes ☐ No ☐ None involved ☐ (please tick)

If yes, where is it being kept and by whom?

_____

_____

_____

What action have you taken to prevent a recurrence of the incident?

_____

_____

_____

_____

Is the site or premises still safe for your group to use **Yes ☐ No ☐ (please tick)**

Is the equipment still safe for your group to use? **Yes ☐ No ☐ (please tick)**

Who else do you need to inform?

_____

Have they been informed? **Yes ☐ No ☐ (please tick)**

If so, when and by whom? _____

_____

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? **Yes ☐ No ☐ (please tick)**

Signature of person in charge of group at time of accident/incident:

Signed: _____

Print Name: _____

Date: _____

Form seen by: _____

(state role eg. Warden, Clerk of Premises Committee)

Signed: _____

Print Name: _____

Date: _____

D.7 Activity risk assessment sheet

Organisation			
Activity		**Location**	
Date of Risk Assessment		**Frequency**	
Responsible Leader			

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

D.8 Event or premises information sheet

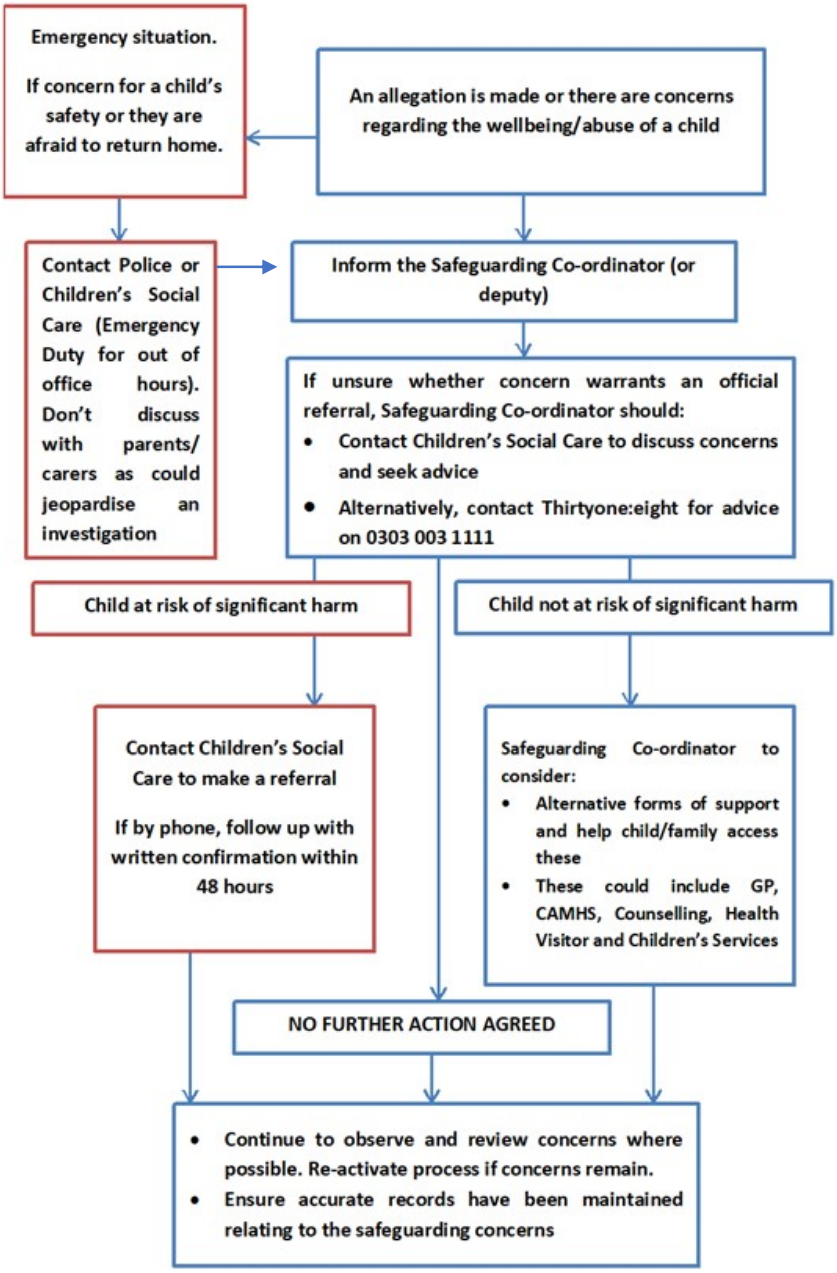
Event/Activity		
Venue Address		
Venue contact number		
Do you have an 'In Case of Emergency' contact for all group members?		Yes / No
Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Deputy Safeguarding Coordinator (for this event - on site)	Name	
	Mobile	
Responsible Person for Event (overall in charge of event)	Name	
	Role	
	Mobile	
Off-site Safeguarding Officer (eg AM Safeguarding Coordinator)	Name	
	Role	
	Mobile	
Insurance contact	Name	
	Role	
	Mobile	
Designated private space:		
Helpline contacts:		
Thirtyone:eight		0845 120 4550
NSPCC		0808 800 5000
Local Authority contacts:		
Local Authority contact for Children & Young People		
Local Authority contact for Adults at Risk		

E Section E: Responding to Concerns Appendices

This section contains information and guidelines that will be needed if there are concerns about a child, young person or adult at risk.

E.1 Flowchart A: in cases of concerns about a child

An overview, to be used **with Safeguarding Policy Section 5. Responding to Concerns.**

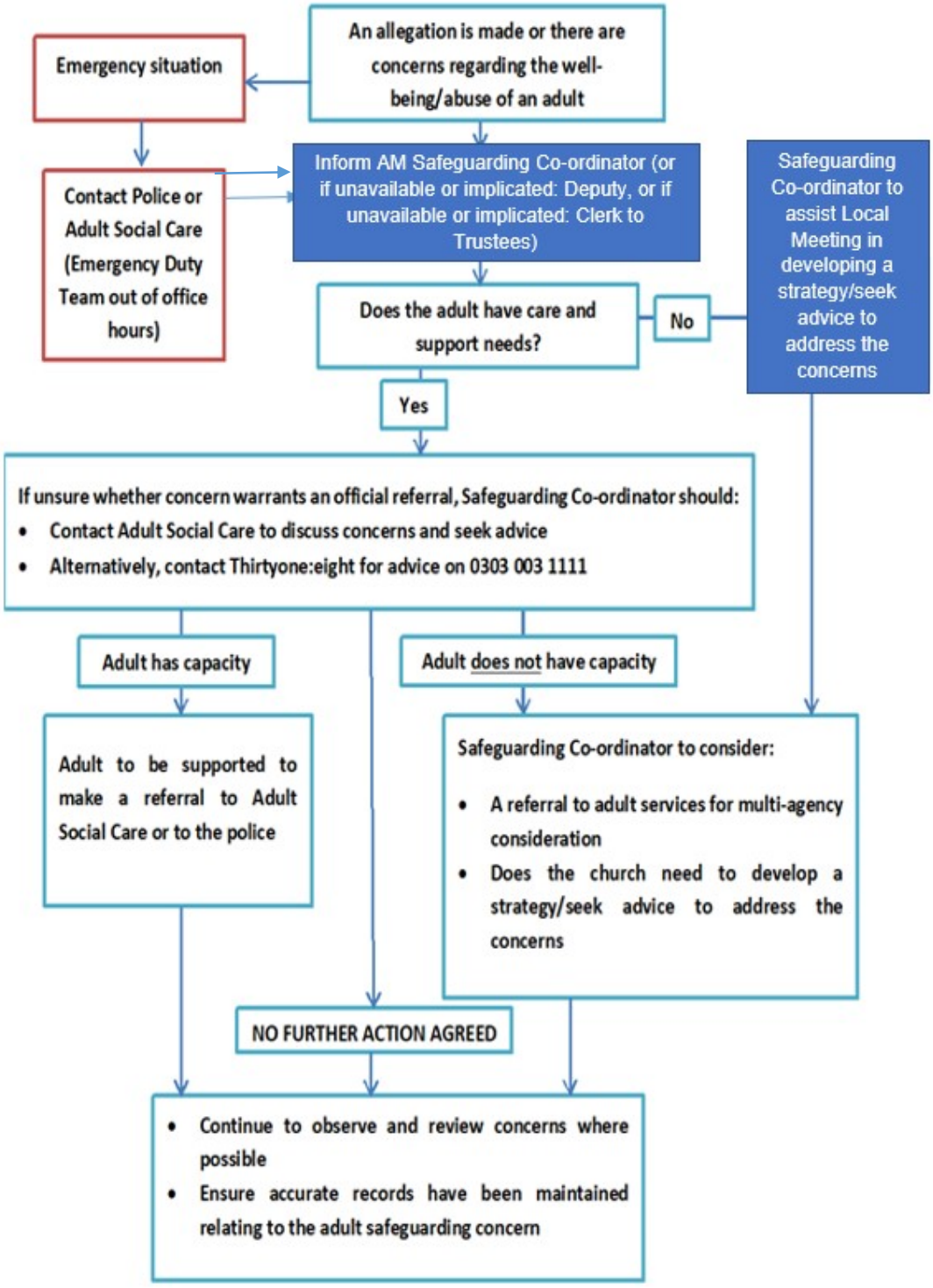


Flow Chart for Action (Children) – © Thirtyone:eight August 2018
Amended to show Quaker roles plus arrow to inform AM Safeguarding Coordinator after emergency

Working Together to Safeguard Children defines significant harm as: "… any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

E.2 Flowchart B: in cases of concerns about an adult

An overview to be used **with Safeguarding Policy Section 5. Responding to concerns.**



Flow Chart for Action (Adults at risk) – © Thirtyone:eight August 2018 (*amended for Quaker roles)*

Legally, someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

N.B. people of sound mind are allowed to make decisions which other people consider poor.

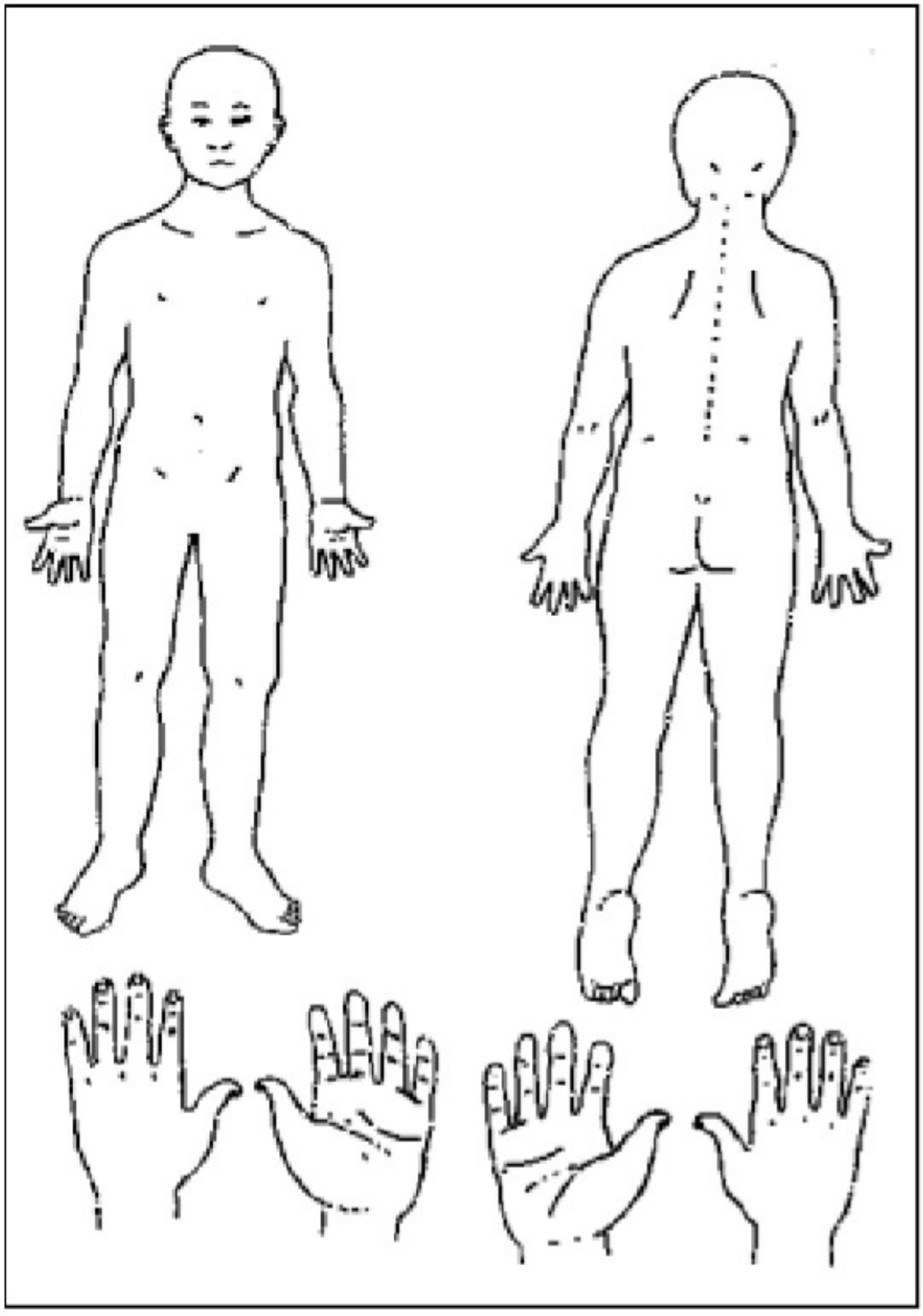
E.3 Initial disclosure/concern reporting form

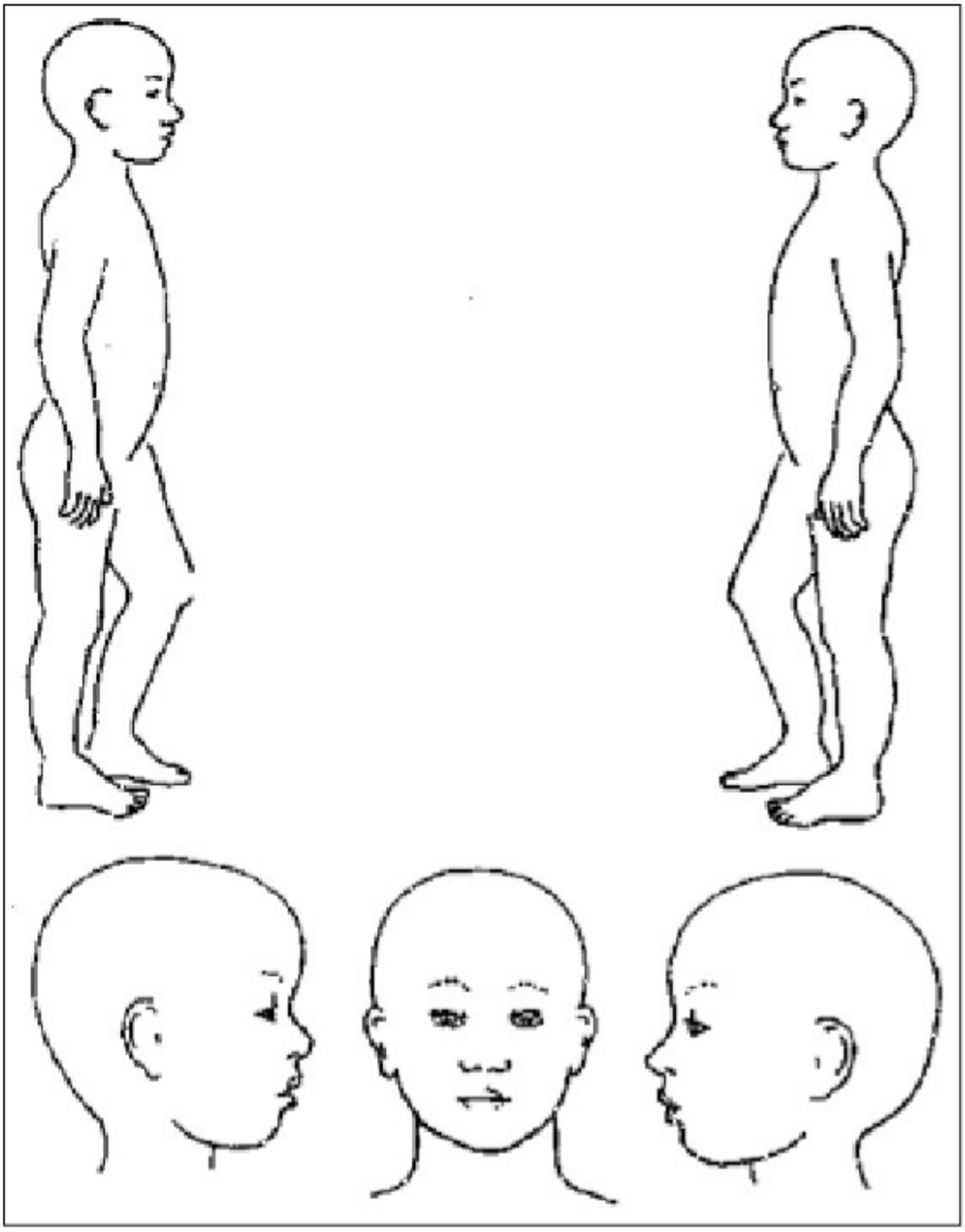
This form is for use by the person who received the disclosure or raised the concern. It is confidential within the terms of the AM Safeguarding Policy and Procedures.

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. (Use the “Skin Map” as appropriate, but do not undress the person who made the disclosure, or ask them to undress.) (Skin Maps from Guidance to Churches) Details:





7. Action Taken (including person/people/organisations contacted):

7. Action Taken (including person/people/organisations contacted): (continued)	
Signed:	
Date:	Time:
Name of the Safeguarding Coordinator to whom you pass this form:	
See section 2.3 of the policy or your Quick Reference card of the policy for details of the Safeguarding Co-ordinator	
Date form passed to Safeguarding Co-ordinator:	
Signed by Safeguarding Coordinator:	
Date:	Time:

This form should be stored in a secure place and considered in relation to the sections of this document about sharing information and records storage. All notes made at the time should be kept with this form.

E.4 Safeguarding Coordinator's Disclosure Reporting Form

This form is for use by the Safeguarding Coordinator.

This form is confidential within the terms of Guidance on Confidentiality detailed in Section 8 of the Disclosure Procedures and 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.

Manchester and Warrington Area Meeting Safer Recruitment Process

Introduction – role of MWAM safeguarding team and AM Administrator

The Area Meeting Administrator will undertake the administration of the process but not the decision making. They will monitor the process as it progresses and if any information comes to light which may cause concern or require a decision/action not included in the process, they will notify the safeguarding coordinators at mwamsafeguarding@gmail.com. Otherwise, they will only notify the safeguarding coordinators once all elements of the process have been completed. Admin will be responsible for following up to ensure completion of steps in the first instance, escalating to the safeguarding coordinators if needed.

All documents relating to an individual's safer recruitment will be held confidentially in the office by the AM Administrator and destroyed by others after viewing. All email communication with the safeguarding coordinators will be via the mwamsafeguarding email.

Order of tasks - Stage 1 – up to nomination

1. AM or LM Nominations Committee emails AM Administrator cc Safeguarding Coordinators at mwamsafeguarding@gmail.com with nominee's name, local meeting, length of service and role for which being nominated

2. Admin emails safer recruitment letter and C2, C4 Personal Details, C4a Verifier & C9 to nominee. Instructions to nominee to return C2, C4 Personal Details & C9 to Admin and C4a Verifier to their Verifier (see list or ask Admin)

3. Nominee completes C2, C4 Self Declaration & C9 and emails to Admin

4. Nominee completes C4a Verifier and sends to their Verifier who then starts the DBS check application on DDC.

5. Admin emails C6 Reference Request Letter and C7 Reference request form to 2 referees listed in C2 to be returned to Admin

6. Once the DBS certificate has been issued, the Verifier arranges to view it and then sends the C10a, confirming completion of the DBS check, to Admin. NB if anything is disclosed on the DBS check, the Verifier should contact the BYM Safeguarding Officer and inform the MWAM safeguarding team. *NB step 8 can happen now, without waiting for step 7.*

7. Verifier sends C10 Update Service Consent form to nominee for them to complete within 30 days of the date on the certificate and send to their Verifier and Admin, once they have registered with the Update Service.

8. Admin emails the safeguarding coordinators of the completion of all steps for stage 1 of the safer recruitment process (up to nomination for role). The email

will include copies of both references and the DBS check outcome for the safeguarding coordinators to review and decide if they are happy to confirm satisfactory completion.

9. Safeguarding Coordinators notify the AM or LM Nominations Committee cc Admin (or Admin who will inform Nominations) that stage 1 safer recruitment has been completed and the nomination can go forward to AM or LM.

10. Safeguarding Coordinators and Verifiers delete all forms from their records so only copy is held securely by Admin

11. Three months before a new DBS or Update Service check is due, Admin to prompt verifier and role holder to start process.

V2 16/9/26

Table of versions of MWAM Safeguarding Policy and Toolkit

Version	**Approved by MWAM Trustees**
V1	**15/9/22**
V2	**19/9/24**

Table of revision of safeguarding forms

Form	Date agreed by Trustees – all current at September 2024
C1 Role description for a children's meeting volunteer	V1 15/9/22
C2 Personal Details Form (volunteers)	V2 Sept 2026
C3 Personal Details Form (employees)	V1 15/9/22
C4 Self-Declaration Form (enhanced disclosure)	V2 Sept 2026
C4 (A) Verifier Request for DBS check	V2 Sept 2026
C5 Self Declaration Form (not enhanced disclosure)	V1 15/9/22
C6 Reference request letter	V2 14/3/24
C7 reference request form (volunteers)	V2 Sept 2026
C8 Reference request form (employees)	V1 15/9/22
C9 Code of Conduct	V2 Sept 2026
C10 Consent to Quaker Access – Update Service	V2 Sept 2026
C10 (A) Confirmation of satisfactory DBS/DBS Status check	V2 Sept 2026
C11 Safeguarding requirements for Quaker roles in MAWAQM	V1 15/9/22