

## **Responsibilities of the AM Safeguarding Coordinator (lead trustee for safeguarding) and Deputy Coordinators (with whom these may be shared)**

### **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 the other trustees on safeguarding issues
- Fulfil the responsibilities of a Trustee

### **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, young person, or adult
- 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 Disclosure Form (SR5d)
- Pass this information to statutory agencies who have the legal duty to investigate where appropriate (SR5e), and inform the Clerk to Trustees
- 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

### **Communication**

- if it should be necessary to warn Friends of an individual who poses a safeguarding risk, be mindful of the language used and respectful in referring to those involved
- If information relating to an incident needs to be circulated to LM Correspondence Clerks, copy it to the Trustees to ensure they receive the information promptly

### **Coordination**

- Agree how to share the role with the AM Deputy Safeguarding Coordinator(s)
- Ensure trustees set aside sufficient resources for training

## Support

- Support the Clerk to 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 and record good 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

- Receive from Nominations Committee all personal details and references relating to the appointment of each volunteer, and store these securely
- Prepare an annual Safeguarding Report for Trustees
- Oversee the safeguarding section of Britain Yearly Meeting's Governance Annual Review and work with Deputy Coordinator(s) to collate and review the Annual Reports from Local Meetings (SR9a)
- Seek discernment and agreement from Trustees for annual updates to the Safeguarding Policy, Procedures and Resources
- Keep confidential records on Safeguarding issues that arise in Local Meetings, storing and retaining these in line with the Policy and Procedures (SR8)

## Training and development

- Have a *Safeguarding Induction* (if required) and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to the role (such as the 31:8 Safeguarding for Coordinators and Leads course), 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, Children's Convenors etc.

Further guidance for Safeguarding Coordinators from BYM and Thirtyone:eight can be found at:

[www.quaker.org.uk/safeguardingcoordinators](http://www.quaker.org.uk/safeguardingcoordinators)

<https://thirtyoneeight.org>

## **Responsibilities of AM Deputy Safeguarding Coordinator(s)**

### **General**

- Support the Safeguarding Coordinator across the range of their duties, focusing on elements as agreed with the Coordinator
- Deputise for the Safeguarding Coordinator when they are not available or are involved in a case
- Participate in the annual safeguarding review

### **Training and development**

- Have a *Safeguarding Induction* (if required) and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to the role (such as the Thirtyone:eight Safeguarding for Coordinators and Leads course), refreshed at least every 3 years