

Safeguarding Responsibilities of Children's Meeting volunteers

Volunteers will:

1. Provide a safe and enjoyable environment in which children can experience the Quaker community.
2. Keep a hard-copy Attendance Register recording the following details:
 - date
 - names of children
 - name of leader and helper(s)
 - names of any other adults present (eg parents, invited speaker)
 - any incident or injury
 - venue (if not the usual meeting venue)

A note of activities undertaken may also be useful but is not necessary for safeguarding purposes.

3. Undertake safeguarding training initially, and a refresher at least every three years.
4. Follow the Code of Conduct (SR3i), Practice Guidelines* (SR4a) and any specific local safeguarding arrangements (SR4b).
5. Record any accidents or injuries according to the Local Meeting arrangements (SR4f).
6. Report and record any possible safeguarding incidents, concerns or worries (SR5c) to the AM Safeguarding Coordinator.
7. Be aware of the Local Meeting's risk assessment for children and young people (SR4g), and arrangements in place.
8. Contribute to reviews on how safeguarding arrangements for children's meetings are working (SR9a).

** Practice guidelines include the use of Consent Forms to record that parents/guardians have given their permission for us to look after their children (SR4c,4d,4e).*

The Children's Meeting Convenor will:

Informally review new volunteers after they have participated in a children's meeting a few times and offer support if needed.

Pass on the names of new volunteers to the AM Safeguarding Coordinator.

Ensure that the attendance register, risk assessments and consent forms are kept securely between meetings, and that these are handed on to the Area Meeting Safeguarding Coordinator when no longer current.