



## **All Contact details are in Appendix 6**

The Trustees of Bristol Area Quaker Meeting approved this combined Safeguarding Policy on 11 September 2020 (Minute 20.82.2).

One policy is for safeguarding children and young people; the other is for safeguarding adults with care and support needs. As we want to provide a safe and caring environment, we all need to know what is in these policies.

The policy and practice guidelines for Children and Young People are based on the ten **Staying Safe and Secure** safeguarding standards published by **Thirtyone:eight** (formerly the Churches' Child Protection Advisory Service).

Further information about any matter in this policy is available from **Thirtyone:eight**.

**Each policy contains guidelines** on what action (practice) should be taken in the event of concern regarding the safety of any individual or individuals.

**Contact Details and Further Information are all listed at Appendix 6.**

**Name of Organisation:** Bristol Area Quaker Meeting  
**Charity Number:** 1175435

Bristol Area Quaker Meeting is a part of Britain Yearly Meeting of the Religious Society of Friends (The Society).

This policy applies to Bristol Area Meeting (AM) and its constituent Local Meetings (LM) which are at the following locations:

- Bedminster – FMH, Wedmore Vale, Bristol BS3 5HX
- Central – FMH, River Street, Bristol BS2 9EG
- Frenchay – FMH, Beckspool Road, Bristol BS16 1NT
- Horfield – FMH, 300 Gloucester Road, Bristol BS7 8PD
- Portishead – FMH, 11, St Mary's Road, Bristol BS20 6QP
- Redland – FMH, 126 Hampton Road, Bristol BS6 6JE
- Thornbury – meet at The Chantry, 52, Castle Street, Thornbury BS35 1HB

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# Safeguarding Policy for Children and Young People

Any reference in this policy to 'children' means 'children and young people'.

The following is a brief description of our organisation and the type of activities we undertake with children and young people:

- Children and Young People's Meetings at Local Quaker Meetings for Worship
- Area Meeting Quaker Camp
- Nationally and regionally-organised activities including their reports back following the events
- Local Meeting Day and Residential Events
- Area Meeting Day and Residential Events

## Outings and day trips

We follow the guidelines in 'Quaker Life Safeguarding' when an outside visit is arranged. A letter, with consent and information forms, is sent to parents. All events are organised by a named responsible adult who will have the names and essential details of all children on the outing. Parents may on occasion be asked to join events to ensure safe care and transport.

A ratio of 1:3 adults to children for under-5s, and 1:8 for over-5s should be regarded as the minimum, though 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. However small the group may be, at least two responsible adults must accompany the children.

**Area Meeting Events:** These might be a picnic, activity or outing and will usually be organised by the AM children's advocate in consultation with the LM where the event is to be held. All such activities will need to fulfil the Meeting's responsibilities for meeting safely.

**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/guardian will be informed of the reason for this action.

## Our commitment

As a Meeting we recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person

who has care of the child.” As a Meeting we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Staying Safe and Secure** safeguarding standards published by **Thirtyone:eight**.

**Bristol Area Quaker Meeting undertakes to:**

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its volunteers and will annually review the policy attached.
- Provide a copy of this policy to each of the seven LMs so it can be made available to anyone upon request.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that they are welcoming and inclusive.
- Appoint Safeguarding Coordinators who will implement the **Thirtyone:eight** 10 Safeguarding Standards in Bristol Area Meeting.
- Maintain its membership of **Thirtyone:eight**.
- Ensure that each local meeting undertakes DBS checks on volunteers who run children’s meetings and therefore have unsupervised access to children. These checks will be updated every three years.
- Keep a record of DBS checks, when they are carried out and renewal dates.
- Monitor and review risk assessments on someone attending a Meeting within the AM in any context who is known to have abused children, or there are allegations outstanding of such abuse or risk.
- Listen to children and young people in our Meetings. Ensure they know who to speak to with a concern.

## **Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child.

### **Statutory Definitions of Abuse (Children)**

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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse set out below are based on the government guidance for England.

#### **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 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 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.

### **Further Definitions of Abuse**

#### **Significant Harm**

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

#### **Children in Whom Illness is Fabricated or Induced (formerly known as Münchhausen's Syndrome By Proxy)**

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children.

#### **Spiritual Abuse (also child abuse linked to belief in *Spiritual Possession*)**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Some indicators of spiritual abuse might be a leader who is intimidating and imposes his / her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge

or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

### **Domestic Violence**

The government definition of domestic violence is:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.

### **Organised Abuse**

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

### **Child Sexual Exploitation**

Children involved in prostitution and other forms of sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

### **Female Genital Mutilation (FGM)**

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences both at the time the procedure is carried out and in later life.

### **Signs of Possible Abuse (Children & Young People)**

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.

## **How to respond to a child wishing to disclose abuse**

### **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child or adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different



- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

### HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you
- It's not your fault

### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else.

### Safeguarding awareness

The Meeting is committed to on-going development opportunities for all volunteers, developing a culture of awareness of safeguarding issues to help protect everyone.

The Meeting will also ensure that children 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. Children should know who they can talk to within their Meeting. Meetings should identify suitable Friends willing to be advocates for children's matters in their Meetings.

### RESPONDING TO ALLEGATIONS OF ABUSE (CHILDREN AND YOUNG PEOPLE)

Under no circumstances should a volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of the Safeguarding Coordinators. They are appointed by the Area Meeting to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate the Safeguarding Coordinators then the report should be made in the first instance to the **Thirtyone:eight**. Alternatively contact the **local authority** or **police**. All contact details are at **Appendix 6**.

Advice on whether or not to refer a case can be gained from any of the above organisations. It is always best to ask and get advice and take action as advised. If there is a referral, the person making the referral should receive written confirmation of action to be taken. If this does not arrive within two days, then a further call should be made.

Suspicions must not be discussed with anyone other than those appointed above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

The role of the Safeguarding Coordinators is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

The Meeting will support the Safeguarding Coordinators in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Whilst allegations or suspicions of abuse will normally be reported to a Safeguarding Coordinator, the absence of the Safeguarding Coordinators should not delay referral to the relevant local authority, the Police or taking advice from **Thirtyone:eight**.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from **Thirtyone:eight**, although the Meeting hope that its members and attenders will use this procedure. If, however, the individual with the concern feels that a Safeguarding Coordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Meeting demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

### **Detailed procedures where there is a concern about a child:**

#### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator will:

- Contact the appropriate local authority or **Thirtyone:eight** for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
  - It is important to seek advice when deciding whether to inform parents when we have a concern. There will be certain circumstances when it is not appropriate to tell the parents when there are concerns about injury, neglect or emotional abuse. For example, if a child's safety would be compromised if the parents were alerted or if the statutory authorities would not be able to conduct a thorough investigation.
  - Seek medical help if needed urgently, informing the doctor of any suspicions.
  - For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
  - Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact a see above direct for advice.
- Seek and follow advice given by **Thirtyone:eight** (who will confirm their advice in writing) if unsure whether or not to refer a case to the local authority.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator will:

- Contact the local authority or Police Child Abuse Investigation Team direct to discuss concerns. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by **Thirtyone:eight** if, for any reason they are unsure whether or not to contact the local authority or Police. **Thirtyone:eight** will confirm its advice in writing for future reference.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO IS A VOLUNTEER WITH CHILDREN AND YOUNG PEOPLE**

If an accusation is made against a volunteer whilst following the procedure outlined above, the Safeguarding Coordinator will contact **Thirtyone:eight**. She/he may need to liaise with the local authority concerned with regard to the suspension of the volunteer. The Meeting will also seek advice from as to whether that person presents a risk to children in which case the Disclosure and Barring Service (DBS) needs to be informed.

### **Prevention**

#### **Appointment Policy**

The Meeting will ensure that all those appointed to work as volunteers are appointed in accordance with government guidance on safe recruitment. This includes ensuring that:

- Those appointed have completed a volunteer helper's form – to be kept by the LM Children and Young People's Committee (CYPC) Convenor.
- Written references have been obtained, and followed up where appropriate
- Disclosure and Barring Service (DBS) criminal records check has been obtained (complying with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) and the applicant is not deemed unsuitable to work with children or young people
- DBS criminal record checks will be reviewed every three years
- There are always two volunteers working in any session of a Children's Meeting
- New volunteers are given induction into health and safety arrangements, guidance on the role and informed about the location and content of this policy.
- All volunteers are kept informed about opportunities for training and reflection

### **Pastoral care**

#### **Supporting those affected by abuse**

The Meeting is committed to offering pastoral care through our appointed Overseers and Elders, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the AM.

#### **Working with offenders and those who are the subject of allegations outstanding**

When someone attending the AM in any context is known to have abused children, or there are allegations outstanding of such abuse or risk, the appointed Elders and Overseers for the Meeting will set boundaries recorded as a risk assessment. This will record safe practice for that person, be vigilant that they are being upheld and offered pastoral care, while being clear on the Meeting's safeguarding commitment to the protection of children. The risk assessment must be shared with Safeguarding Coordinators and Trustees and be reviewed at least annually. The Meeting will also seek advice from the BYM national safeguarding team as to whether that person presents a risk to children, in which case the Disclosure and Barring Service (DBS) needs to be informed.

### **Practice Guidelines**

As a religious society working with children and young people we wish to operate and promote safe working practice. This will enable volunteers to run activities safely, develop good relationships and minimise the risk of false accusation.

### **Working in partnership**

The Area Meeting does not often work in partnership with other organisations. But when it does, it needs to convey clear guidelines regarding its child Safeguarding expectations.

Good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children and to all those with whom we work. This safeguarding policy is just one means of promoting safeguarding.

# **Safeguarding Policy – Adults with care and support needs**

## **1 Definitions**

### **2 Recognising possible abuse and neglect**

### **3 Actions where possible abuse is recognised including referral and recording procedure**

#### **1.1 Who are adults with care and support needs?**

The Care Act 2014 states that an adult is at risk of abuse or neglect if the person:

- has needs for care and support (whether or not the authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

#### **More specifically this could apply to:**

- disabled people who have physical or sensory impairments
- people who have learning difficulties
- people who experience mental ill health
- some older people depending on individual circumstances
- people experiencing feeling of vulnerability

The following factors may also increase the potential for people to be vulnerable: low self-esteem, social exclusion, drug or alcohol misuse, offending history, homelessness, domestic violence, and discrimination/harassment on the grounds of ethnicity, immigration status, and sexuality.

Under the Care Act each local authority must establish a Safeguarding Adults Board (an “SAB”) for its area. A SAB must arrange an Safeguarding Adults Review when: An adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.

#### **1.2 What is meant by abuse?**

Abuse is the violation of an individual’s human and civil rights by any other person or persons.

Abuse might be unintentional, the important factor is whether the person is harmed or not.

## **Abuse can be:**

**Physical Abuse**, which can include any form of assault, over-medication, restraint or poor manual handling practice.

**Domestic Abuse/Violence**, including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual Abuse**, which can include rape and any sexual act which was not actively consented to or the person did not have the capacity to understand.

**Psychological/Emotional Abuse**, which can include threats, intimidation, coercion, harassment.

**Financial abuse** can include theft, borrowing money without repayment and any pressure in connection with wills or 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.

**Neglect** which can include ignoring medical or physical needs, not providing access to appropriate health or social care, the withholding of the necessities of life, such as medication, adequate food, water and heating.

**Discriminatory Abuse**, which includes all forms of harassment, slurs or similar treatment based on a person's disability, ethnic origin, gender or sexuality, this is often called hate crime.

**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

**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.

## **Other categories of adult abuse:**

- Exploitation (includes radicalisation)
- Spiritual abuse
- Multiple forms of abuse
- Inappropriate restraint
- Hate crime
- Human trafficking
- Forced Marriage
- Female Genital Mutilation (FGM)

## **Abuse can happen in any setting**

- At home.
- In sheltered housing.

- In supported living settings.
- At day centres and other day services.
- In care homes.
- In hospitals.
- Wherever people are dependent on the care of others for their well-being.

Abuse happens to people in all sections of society.

## **2. Recognising possible abuse**

Members and attenders are not expected to diagnose abuse but we need to be aware, recognise and be alert to signs that all is not well with an adult.

Possible indicators are:

- Full or partial (hints) disclosure
- Frequent or unexplained minor injuries or bruising
- Signs of depression or stress which may happen suddenly or gradually emerge
- Neglected personal care
- Weight loss
- Dramatic change of behaviour /personality – this can happen very suddenly and unexpectedly and is often associated with fear
- Confusion
- Persistent financial hardship
- Denial that anything is wrong and an emphasis that all is extremely well
- Seeking help from numerous sources/people – this may be a direct request for help or attention seeking behaviour
- Acceptance or resignation of a situation as being part of being old and/or disabled
- Deference or submission to a suspected abuser
- Not getting to medical appointments

## **3. Actions where possible abuse is recognised including referring and recording procedure**

### **3.1 Recognising**

If any person in the Meeting reasonably suspects or is told that an adult with care and support needs is being, has been or is likely to be abused they must take action.

Incidents of abuse may be multiple, either to one person in a continuing relationship or to more than one person at a time. This makes it important to look beyond the single incident to underlying dynamics or patterns of harm. Some actions will constitute a criminal offence.

Under no circumstances should the alleged abuser be alerted, directly or indirectly, as important evidence may be lost. Formal investigations will be carried out by the police and Adult Social Care Services as necessary.

If a concern is raised by an adult with care and support needs remember to:

- Listen and acknowledge what is being said
- Be reassuring and calm
- Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language and communication skills and disability
- Do not promise full confidentiality
- Ask their consent to take up their concerns
- Explain what you will do next
- If they do not agree consult with your Safeguarding Coordinator
- Try to encourage and support them to share their information
- Give them your contact details and those of the Safeguarding Coordinator
- Give them a timescale for when and how you or one of the Safeguarding Coordinators will contact them again. Never leave an adult with care and support needs to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale or place
- Do not contact the adult about whom the allegation or concerns are being raised to tell them about the information, you could be putting an adult with care and support needs in serious danger, e.g. where there is domestic violence taking place, and/or prejudice any investigation

### **Concerns about a person in a position of trust**

- Where the concerns or allegation are about another adult in a position of trust within the Quakers do not inform the person in question as you might prejudice any police investigations. Always contact one of the Safeguarding Coordinators **immediately**. In their absence contact **Thirtyone:eight** or the **AM Clerk to Employment & Wellbeing Committee**.

If the concerns or allegations are raised by another person or follow from observations made by a member of the Meeting make notes of the information and contact the Safeguarding Coordinator immediately for consultation about what action to take.

If the information about abuse towards an adult with care and support needs is given by the abuser to a member of the Meeting, the person who receives the information must make it clear to the person that the information must be passed to one of the Safeguarding Coordinators for consultation and further action to be taken.

In all events do not delay in contacting one of the Safeguarding Coordinators as the risk of harm to the adult with care and support needs may be urgent. Record all information as soon and as fully as possible and pass on to the Safeguarding Coordinator immediately (or at the latest within 24 hours).

### **3.2 Referring**



When the decision has been made, after consultation with the Safeguarding Coordinator or by the recipient of the information in the case of an emergency, to make a referral to Adult Social Care or the Police, the following steps need to be taken.

The referral will be made in office hours to the local Adult Social Care or the Police.

The duty social worker in the Adult Social Care first response will be to assess how vulnerable the person is and they will expect to receive the following information to assist them to make that assessment:

- Personal details such as name, address, age of the adult with care and support needs.
- Details of carers if known.
- How extensive is the abuse?
- What impact is the abuse having on the well being of the adult?
- Are other people being harmed, intimidated, or threatened?
- Has the abuse been carried out deliberately?
- Has the law been broken?
- What is the risk of this happening again to this adult?
- Are other people at risk?
- Will the person need a medical assessment (for non-life threatening situations)

The social worker and/or police officer will check their records to establish the following:

- 'one-off', isolated incident that has not adversely affected the physical, psychological or emotional well-being of the adult
- no previous history of similar incidents recorded for the adult
- no previous history of abuse by the person alleged responsible
- not part of a pattern of abuse
- no clear criminal offence described in referral there is not a clear intent to harm or exploit the adult

The social worker must ensure that action is taken to make the person safe from the abuse and all efforts must be made to see the person as soon as possible.

The information the duty worker at the Adult Social Care, Emergency Duty Services or the Police Officer should provide the referrer with:

- Their name and contact numbers
- What action they intend to take
- When they are likely to take that action

- Advice on what the referrer should say to the adult with care and support needs
- Advice on what the referrer should do next if anything
- A timescale for feeding back to the referrer an outcome of any intervention bearing in mind that for reasons of confidentiality the referrer may not be able to be given all details

Once the referral has been made through a telephone call or direct contact, the referrer will be asked to forward the referral in writing.

The written referral and all additional notes must be passed on by the referrer to the **Safeguarding Coordinator by noon the next working day.**

The **Safeguarding Coordinator** will send the written referral to the Adult Social Care within **48 hours**. The Adult Social Care should acknowledge the referral in writing **within 3 working days**.

### **3.3 Recording**

Whenever concerns are raised about an adult with care and support needs, whether through an allegation or the observation of a set of circumstances, it is crucial to make and keep an accurate written record.

All records must be kept in a confidential and secure place and must only be shared, in order to safeguard the adult with care and support needs, with the Safeguarding Coordinators, or a professional from Adult Social Care or the Police.

#### **The following steps should be observed:**

- whenever possible and practical, take notes during any conversation
- ask for consent to do this and explain the importance of recording information
- explain that the person giving you the information can have access to the records you have made in respect of their own information
- where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards and always before the end of the day
- record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present when the information was given
- the record must always be signed and dated by the person making the record
- include as much information as possible but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate
- include the context and background leading to the disclosure

- maintain a log of actions on the disclosure and record times, dates and names of people contacted and spoken to as well as their contact details
- 
- include full details of referrals to Adult Social Care and the Police
- pass all original records, including rough notes, by noon the next working day to one of the Safeguarding Coordinators.

The Safeguarding Coordinator will create a Safeguarding Case File which will be kept securely and will contain all records, logs, events and information relating to the particular adult.

Where any meetings or discussions are held about a particular adult with care and support needs, the Safeguarding Coordinator will take minutes which will be agreed and signed at the time. An agreed record will then be placed on the Safeguarding Case File.

Where a referral is made to the statutory agencies, it will be followed up in writing by either the Safeguarding Coordinator. A copy of the correspondence sent must be kept on the relevant case file.

These files should be kept for a period of 75 years.

A Record must be kept of all actions agreed with the insurers and these will be placed on the file. The Trustees must consider whether any particular incident should be reported to the Insurers and/or to the Charity Commission. Records of any report made to insurers and/or the Charity Commission must be retained.

## AREA MEETING SAFEGUARDING STATEMENT (CHILDREN)

Bristol Area Quaker Meeting, hereafter referred to as Area Meeting, recognises the importance of its work with children and young people and its responsibility to protect everyone entrusted to its care.

The following statement was agreed by the Area Meeting on: 17 May 2012. Area Meeting is committed to the safeguarding of children and ensuring their well-being.

### Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and young people.

### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and young people and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Insuring that volunteers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following Quaker guidelines in relation to safeguarding children and young people in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/young people.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the AM.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the Area Meeting affected by abuse.
- Adopting and following the 'Staying Safe and Secure' safeguarding standards developed by **Thirtyone:eight**.

**We recognise:**

- The local authority has lead responsibility in the areas in which the child lives for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country, in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or young person then speak to one of the Safeguarding Coordinators who has been approved for this Area Meeting:

A copy of this policy is published on Bristol Area Quaker Meeting's website, and available from the Safeguarding Coordinators the Clerk of Area Meeting Trustees and the Clerk of each Local Meeting.

A copy of our safeguarding policy has been lodged with **Thirtyone:eight**, and the BYM Safeguarding Officer. Each Local Meeting retains its own hard copy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Clerk to Trustees, Bristol Area Quaker Meeting

## **AREA MEETING SAFEGUARDING STATEMENT (ADULTS)**

Bristol Area Quaker Meeting, hereafter referred to as Area Meeting recognises its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Area Meeting on 8 April 2011, minute 19/11 The Policy will be reviewed and readopted annually.

This AM is committed to the safeguarding of vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological / emotional, financial, discriminatory, institutional abuse and neglect of adults with care and support needs and to report any such abuse that we discover or suspect.
- We believe everyone should be valued, safe and happy. We want to make sure that everyone we have contact with knows this and is empowered to tell us if they are suffering harm.
- Everyone has the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We undertake to take all reasonable steps to create a safe environment for everyone.

### **We are committed to:**

- Safeguarding everyone and following good practice in relation to adults with care and support needs.
- Implementing the requirements of legislation in regard to people with disabilities.
- Keeping up to date with national and local developments relating to safeguarding.
- Following Quaker guidelines in relation to safeguarding people in need of protection.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the AM.
- Supporting, resourcing, training, monitoring to all those who undertake this work.

- Supporting all in the AM affected by abuse.

**We recognise that:**

- The local authority has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

A copy of the policy and procedures is available from the Safeguarding Coordinators, the Area Meeting Clerk and at each Local Meeting in Bristol. It is published on Bristol Area Quaker Meeting's website.

A copy of our safeguarding policy has been lodged with **Thirtyone:eight**, and the BYM Safeguarding Officer. Each Local Meeting retains its own hard copy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Clerk to Trustees, Bristol Area Quaker Meeting

**Volunteer Helpers with Children and Young People**

**Bristol Area Quaker Meeting: Personal Details Form**

Thank you for your interest in supporting the children and young people in our meeting as a volunteer helper.

Filling in and returning this form is one way you help us ensure that our meeting is a welcoming and safe place for children and young people. A second way is to obtain up-to-date clearance through the Disclosure and Barring Service.

Please:

- complete and sign this form and return it to X, at address/e-mail/phone; and
- contact Y, our verifier, at address/e-mail/phone to ask for assistance in completing the online DBS clearance application.

Once the DBS process and DBS clearance is concluded and we on Nominations Committee have received your two references, your name can be brought forward for appointment at our next Meeting for Worship for Business.

.....

Name:

Address and postcode:

Phone

email:

Your experience of being with children/young people:

Your interests/skills and/or experience, which could be useful in working with children/young people:

**References:**

Please give details of two people (not related to you) who could provide references for you – at least one of whom should have known you for at least two years; to



comment on your experience of, attitudes towards, and behaviour with, children and young people (at least one should be a Quaker).

(1) Name:

Address with postcode:

Phone:

email:

Connection with you:

(2) Name:

Address with postcode:

Phone:

email:

Connection with you:

Any additional information you'd like to provide:

Please sign and date the following:

*I give permission for inquiries to be made about me as necessary:*

Name:

Date:

Thank you

**Volunteer Helpers with Children and Young People**

**Bristol Area Quaker Meeting: Reference Request**

Referee's name and address

Please reply to: (your name, address, telephone number and email address))

Date:

Dear X

Y has applied to be a volunteer with our Children and Young People's meeting.

As part of our safeguarding process, all volunteer helpers complete an enhanced criminal records check and provide details of two referees. Y gave us your name as one of these.

Could you please complete the form below and return it to me as soon as possible?

In Friendship,

Z's signature

Z's role

Name of Local Meeting

.....

Name (in capitals)

I have known Y since (approximately) .....

In the capacity of **friend/Quaker Friend/colleague other** (please delete as appropriate and clarify 'other' if that is what applies).

To the best of my knowledge s/he is suitable to work with children:

**Yes/No** (delete as appropriate)

Please add overleaf any additional notes you think would be useful:

I understand that the applicant can request to see this reference.

Signature.....Date:.....

## Disclosure and Barring Service

### Guidance for making an online application

Bristol Area Meeting's policy requires a new DBS check (Disclosure and Barring Service) every three years unless you subscribe to the Online Update Service. We encourage Friends to subscribe to the Update Service.

Criminal records checks are one aspect of ensuring that people working (paid or volunteering) with children, young people or adults at risk are suitable to do so. The checks help identify people who may be unsuitable for this work; for roles involving certain activity a check is made to ensure someone is not legally barred from working with children or adults at risk.

### Disclosure and Barring Services ('DBS' in England and Wales) and Protecting Vulnerable Groups ('PVG' in Scotland)

The Disclosure and Barring Service (DBS) is a government agency for England and Wales which provides information about criminal records history to help make safer recruitment decisions. In Scotland, this work is carried out by Disclosure Scotland and the checks are known as Protecting Vulnerable Groups scheme (PVG).

DBS (or the PVG scheme in Scotland) checks if an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person. All applications for Enhanced DBS Disclosures have to be submitted by a Registered Body or an Umbrella Body that is recognised by the DBS. Quakers in Britain use [Due Diligence Checking Ltd \(DDC\)](#).

### How to apply for a DBS or PVG check

Each local meeting has access to DDC through its appointed verifier. The local meeting clerk will be tell you who this is. S/he will be able to start the application process with DDC. Applications for volunteers are free to meetings.

DDC has a 'Quick start guide' for using the system and its support team can be contacted on 0116 260 3055 or [contact@ddc.uk.net](mailto:contact@ddc.uk.net).

## Contact Details and Links to Further Information

### Safeguarding Coordinators

Lois Cox (Telephone: 0117 299 3061)  
Jon Fieldhouse (Email: [safeguarding@bristolquakers.org.uk](mailto:safeguarding@bristolquakers.org.uk))

[Thirtyone:eight: 0303 003 1111](tel:03030031111) (Membership No 5351)

### [Staying Safe and Secure](#)

BYM Safeguarding Team: e: [safe@quaker.org.uk](mailto:safe@quaker.org.uk) t: 020 7663 1103

AM Clerk to Employment & Wellbeing Committee: Geralyn Meehan  
e: [eandw.clerk@bristolquakers.org.uk](mailto:eandw.clerk@bristolquakers.org.uk) t: 07843 472502

Clerk of Trustees Cathy Nile  
e: [trustees.clerk@bristolquakers.org.uk](mailto:trustees.clerk@bristolquakers.org.uk) t: 0117 924 5503

### Children's Services

Bristol: 0117 903 6444  
South Gloucestershire: 01454 866000  
North Somerset: 01275 888 808  
Out of hours for all three local authorities: 01454 615 165  
Police 101

### Adults' Services

Bristol Care Direct: 0117 922 2700  
South Gloucestershire: 01454 868007  
North Somerset: 01275 888 801  
Police 101  
Out of hours for all three local authorities: 01454 615 165

### Government Guidance

[Working Together to Safeguard Children 2018](#)

[Safeguarding Children in whom Illness is Fabricated or Induced.](#)

[Safeguarding children from abuse linked to a belief in spiritual possession.](#)

### Britain Yearly Meeting Guidance

[Safeguarding](#)

[Volunteering](#)

Name of policy	Committee responsible	Minute and date of approval by Trustees	Date of next review
Policies for safeguarding children and young people and for safeguarding adults with care and support needs	Employment and Wellbeing	80/18, 21 September 2018 10/19, 18 January 2019 19.74, 20 September 2019 20.82.2, 11 September 2020	September 2022