



An Introduction to the review of Model Safeguarding Policy Documents for Area Meetings (AMs)

The Model Safeguarding Policy Documents for AMs were written in 2019 and rolled out to Area Meetings between December that year and February 2020. The documents were designed to act as a template to assist AM Safeguarding Coordinators in formulating their Safeguarding policy and procedures. They comprised of a Policy and Procedures document and a Toolkit containing documents, forms and advice for every-day use.

While these documents were generally well received, there followed some helpful observations and requests for clarification or simplification, mainly in the following subject areas:

- Document layout/structure
- Safer Recruitment and Nominations
- Training
- Adaptability to size or make-up of Meeting.

Consequently we have amended the Model Documents and we hope that Friends will find them simpler and easier to implement.

The revised documents have been restructured into two parts:

1. **Safeguarding Policy** – a concise two-page safeguarding policy statement which can be easily read and understood and posted on Local Meeting notice boards.
2. **Safeguarding Procedures and Toolkit** – now in one document. Some of the content has been amended, clarified or augmented in line with Friends' suggestions. The *Key Safeguarding Contacts* table can be found at the end of the document.

NB – These model documents are intended to help create a degree of uniformity in safeguarding documents nationally and to assist AMs in establishing effective safeguarding procedures which follow high standards of practice (aka 'best practice'.) However, Safeguarding Coordinators and Trustees should be fully aware that the content of the documents can be adapted within the spirit of safeguarding to avoid over-burdening role holders or deterring those who might otherwise wish to volunteer. Each AM has different requirements and capabilities and one size does not fit all.

Trustees are responsible for Safeguarding in your area and it is they who authorise your safeguarding policies and procedures; to achieve that authorisation, you may need to make adjustments for your area's circumstances and it is for the Trustees to scrutinise, assess and authorise those changes.

Mark Mitchell
BYM Safeguarding Officer

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