

Quakers in Britain

Safeguarding procedures and guidance for staff and volunteers

Updated May 2024

From Quaker faith and Practice

22.63 (part)

Our children are given to us for a time to cherish, to protect, to nurture, and then to salute as they go their separate ways.

Elizabeth Watson, 1980

22.65 (part)

Other 'difficult questions' will face children and us parents. How can we prepare children to withstand the drug abuse culture? To resist inappropriate touching and sexual abuse?

Children need to be lovingly warned at an early age about possible dangers without filling them with fears about the future.

Douglas and Jenny Butterfield, 1986

21.62 (part)

The old age of William Penn (1644-1718):

His memory was almost quite lost, and the use of his understanding suspended; so that he was not so conversible as formerly; and yet as near the Truth, in the love of it, as before...

Thomas Story, 1714

Advices and Queries

11. (part) Be honest with yourself. What unpalatable truths might you be evading?

24. Children and young people need love and stability. Are we doing all we can to uphold and sustain parents and others who carry the responsibility for providing this care?

Contents:

Section 1: Introduction, scope and clarification of terms

Key terms used

Section 2: Responding to a disclosure

How to respond to someone wanting to talk about abuse

Disclosure received by phone

Disclosure received by other means

Concerns about a staff member / volunteer

Historic / Past Abuse disclosures

Confidentiality

Section 3: Lines of responsibility for safeguarding matters

Lines of responsibility at a BYM event

Safeguarding issues at Friends House

Safeguarding issues at Swarthmoor Hall

Roles & responsibilities of the Safeguarding Co-ordinator

Section 4: Role & responsibilities of the Safeguarding Co-ordinator

Procedures and required action

Information on support agencies

Section 5: Guidance on referrals and contacting outside agencies

Making a referral

Section 6: General Guidance on Pastoral Care and Confidentiality

At an event

Event statement on confidentiality

Guidance on supporting individuals

Pastoral care for all concerned at events

Section 7: Records Management Guide

Appendices

- BYM Safeguarding Policy
- Current Post Holders Contact Information
- Premises Information Sheet
- Event Information Sheet
- Safeguarding Quick Reference Guide: Friends House
- Safeguarding Quick Reference Guide: Swarthmoor Hall
- Safeguarding Quick Reference Guide: Events
- Initial Disclosure Reporting Form
- Incident & Accident Reporting Form
- Safeguarding Co-ordinator's Disclosure Reporting Form
- National helplines and support agencies

Section 1.

Introduction and scope of these procedures

These procedures and guidance apply to all volunteers and committee members working on BYM events (including Children and Young People Team at Friends House, JYM team, facilitators at all-age conferences) and Britain Yearly Meeting staff at all times.

Area Quaker Meetings should refer to the [Safeguarding Procedures and Toolkit document](#) specific to the management of Local and Area meetings. The BYM Safeguarding Officer offers help and guidance to meetings, and meeting Safeguarding Coordinators, on safeguarding at Quaker meetings and reports to Quaker Life Central Committee on safeguarding matters relating to Quaker meetings.

BYM also recommends area meetings subscribe to 31:8. Membership gives access to 31:8's resources including its team of qualified professional staff. The 31:8 [Helpline](#) is available 9-5pm and an emergency out of hours number covers from 7am – 12midnight.

The field of Safeguarding has its own vocabulary and 'Safeguarding' is the current term for what was termed as 'Child Protection'. We encompass adults 'at risk' or those in 'need of care and support' within our aim to make all BYM events and locations a Safe place.

The Trustees of Britain Yearly Meeting (BYM) recognise the importance of the ministry to, and work with, children, young people and adults at risk and their responsibility to protect and safeguard the welfare of those children, young people and adults at risk entrusted to their care.

To help make our commitment clear, and to comply with legislation and good practice, we have policies and procedures in place which can be accessed on our website. These procedures set out how this policy is implemented in practice specifically to cover what must be done should a disclosure, admission or discovery be reported by anyone to a BYM volunteer or staff member.

The staff handbook and HR policies cover related guidance and procedures for BYM staff: see <http://fh/intranet/staff-policies-and-procedures>. For roles working with children, young people or adults at risk, BYM follows appropriate safer recruitment measures such as criminal records checks where required. Programmes supporting work overseas have their own Safeguarding procedures in place.

In late 2020 a new safeguarding case recording and management system, MyConcern, was introduced. It is managed by the Safeguarding Officer and the BYM Safeguarding Lead and all concerns and incidents of a child or adult safeguarding nature will be logged on this system. See also s.8.

Key terms used

Child means someone under the age of 18. As Friends we are using the term 'children and young people' to mean people who are under the age of 18.

Adults at risk. 'Vulnerable adults' is an equivalent term and still in common usage. 'Adults at risk' is now the preferred term. An adult is someone over 18 (unless specific legislation states otherwise) and The Care Act 2014 states safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting those needs) and;
- is experiencing or at risk of abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse There are many different kinds of abuse, of ways to harm a child, young person or adult at risk, categories of abuse include Physical Abuse, Emotional Abuse, Sexual Abuse, Organised Abuse and Neglect.

Disclosure Making a statement, or sharing something, relating to abuse.

Postholders and people involved in a formal capacity:

- **Safeguarding Lead/Deputy Safeguarding Lead for the event** This is someone appointed for a particular event, or location, and their deputy. The Safeguarding Lead has the responsibility to provide advice and oversee safeguarding situations.
- **Safeguarding Officer** BYM's Safeguarding Officer reports to the Head of Governance. They also fulfil the role of Safeguarding Co-ordinator for Friends House. In the absence of the Safeguarding Officer, a member of the Staff Safeguarding Team will deputise.
- **Safeguarding Governance** The BYM Recording Clerk holds overall responsibility for Safeguarding at BYM and the Deputy Recording Clerk carries out the role of Management Team Safeguarding Lead. Together with the Head of Governance, who line manages the BYM Safeguarding Officer, these roles comprise the team of staff which ensures the Safeguarding Policy is adhered to and provides support to the Safeguarding Officer.
- **Safeguarding Champions** A number of Operational Managers are drawn from across the organisation to work collectively and individually in their own departments to help promote the BYM Safeguarding culture. Their role is to act as a resource and a point of contact for colleagues who require support and guidance with safeguarding issues.

Staff Members: include those employed by the Yearly Meeting or contracted to work for the Yearly Meeting.

Volunteers: include those of all ages, including committee members or other post holders.

Social Services should be taken to mean the local government department that deals with the needs of children, young people or adults at risk as appropriate for the situation. These names could include Children's Social Care or Adult Social Care.

Differing Terms There are slightly different terms used in England, Scotland and Wales, and in different organisations.

Media Contact If a journalist or anyone from the media rings asking about safeguarding, child protection policies, or about child abuse, then the call should be passed to the Media Relations Officer on 020 7663 1048. Don't be drawn into any conversation. Responses such as 'That is an interesting question, let me find someone who can respond' are polite, yet firm, and gives out no information.

Section 2

Responding to a Disclosure

It is important that a child, young person or adult at risk is taken seriously, that procedures are followed and appropriate referrals made.

Britain Yearly Meeting has a primary responsibility to protect children, young people and adults at risk from harm. If an individual makes a disclosure about themselves or another child or young person or adult at risk, or you are concerned that an individual or someone else is being harmed or at risk of harm, you must seek advice as soon as possible.

All disclosure should be treated as highly confidential and advice sought regarding the next steps to take. The person should be reassured that information is regarded as confidential and only shared on a 'need to know' basis.

If a disclosure of abuse is made at a BYM event or premises, there are people whose responsibility it is to respond to the situation, namely the Designated Safeguarding Co-ordinator.

How to respond to someone wanting to talk about abuse

If an individual makes a disclosure about themselves or a child, young person or adult at risk, or you are concerned that an individual or someone else is being harmed or at risk of harm you must take the following action.

General points

- Above everything else listen, listen, listen
- Show acceptance of what they say (however unlikely the story may sound)
- Keep calm
- Look at them directly
- Be honest
- Tell them you will need to let someone else know – don't promise confidentiality
- Even when they have broken a rule, they are not to blame for the abuse
- Be aware that they may have been threatened or bribed not to tell
- Never push for information. If they decide not to tell you after all, then accept that and let them know that you are always ready to listen
- As soon as possible write down what has been shared (see Making Notes, below)

Helpful responses

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

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?
- Never make false promises
- Never make statements such as 'I am shocked, don't tell anyone else'

Remember - When people tell us terrible things, our impulse is to be the rescuer.

Making notes

Make notes as soon as possible, preferably within one hour of the person talking to you. Write down exactly what they said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be passed to the Safeguarding Co-ordinator who will arrange for them to be kept for the appropriate period in a secure place.

Disclosure received by phone

In principle, follow the procedures described in the sections above – **'What to do if someone makes any disclosure of abuse'**.

Any staff member may receive a phone call about a case of abuse. It may not be immediately apparent from the beginning of the conversation that this is what the call is going to be about. If you receive such a call, you may feel ill-prepared to deal with it. All calls must be taken very seriously. If you feel unable to deal with the call, then you can transfer the call to a member of the Safeguarding Team, but you should only transfer the call if the caller agrees that you may: you can say things like 'Making this call is a brave thing to do. I think one of my colleagues might be able to respond to you better than I can.'

The Safeguarding Officer deals with safeguarding at BYM Events or on BYM Premises and can also advise on disclosures relating to area and local meetings. 020 7663 1103.
Safe@quaker.org.uk.

Please, never transfer a call to voicemail.

Do try and obtain their name and contact details as early as possible within the conversation. If you get cut off, then do not ring them back. They may have ended the call because someone else has arrived at their end.

If the number comes up on your phone, then please write it down, together with the main points of the conversation – complete the 'Initial Disclosure Reporting Form' (p.34), either by yourself, or ask a member of the Staff Safeguarding Team to assist you.

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.

Pass on the information to the Safeguarding Officer (020 7663 1103) for disclosures relating to BYM events or premises. For disclosures relating to Local or Area Meetings, initial contact should be made with the AM Safeguarding Coordinator.

During office hours, if the Safeguarding Officer is not available, then the Deputy Recording Clerk can be contacted. If they are not present or available, then any member of the Management Meeting can be approached.

Out of office hours, if there is no member of Management Meeting available to be contacted, and it seems that the person ringing is in immediate danger, then the police or social services should be contacted.

The following can provide information, and support, and you can give out their contact details:

Thirtyone:eight 31:8 (Helpline 7am – 12midnight)	0303 003 11 11
Childline (for children)	0800 1111
NSPCC (for adults concerned about children)	0808 800 5000
Kidscape (anti-bullying advice)	020 7823 5430
Stop it Now (concerns for child sexual abuse)	0808 1000 900
Mind info Line (mental health)	0300 123 3393
Action on Elder Abuse	080 8808 8141

Disclosure received by other means

This could include disclosures sent by letter, by text or by e-mail, or left as a voicemail message.

Any disclosures received should be reported to the Safeguarding Co-ordinator at Events or Safeguarding Officer at BYM Premises or Safeguarding Adviser, if relating to area or local meetings, as a matter of urgency. A letter should be handled as little as possible. No emails or texts should be deleted. Voicemail messages and e-mails should be forwarded to the Safeguarding Co-ordinator or Safeguarding Officer or Safeguarding Adviser as appropriate without any editing. A printout of any email should also be passed on.

Disclosures received by other means should also be passed and reported to the Safeguarding Co-ordinator or Safeguarding Officer or Safeguarding Adviser as appropriate.

When passing the information, please attach a note explaining the circumstances in which you received it.

Concerns about a staff member/ volunteer

If you have concerns about the actions of a staff member, or another team member you should contact the Designated Safeguarding Lead at the event or premises. If you have concerns about the Safeguarding Co-ordinator, contact the BYM Safeguarding Officer or Deputy Recording Clerk.

Historic / Past Abuse disclosures

If abuse is disclosed as happening when the person was a child it is referred to as historic or past abuse. Every disclosure of past abuse is different and will require varies responses and therefore advice should always be sought.

If while listening to the disclosure, it becomes apparent that a child/adult may now be at risk

from the alleged abuser, you must seek advice from the Designated Safeguarding Lead immediately.

The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about their experiences can be a powerful healing event. The pastoral care of the person who has been abused should be a priority but may not be something that you can undertake yourself. A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged to do so, and supported in this.

Confidentiality

Individual making a disclosure - If a child or adults asks you not to share a disclosure with anyone else and asks you to keep it confidential you should respond by saying ' I may need to share it, if you or someone else is at risk of harm'

Staff member/Volunteer receiving a disclosure - When talking with an individual they imply or say: 'Can I tell you something in confidence/private/secret?', it is vital that you remind them of the confidentiality guidelines, which are:

'...that any volunteer or staff member who has reason to believe that a young person or adult at risk may be at risk of harm must share this with the designated member of staff who is responsible for taking action on such information.'

You can reassure them that the Safeguarding Co-ordinator will treat the information as confidential unless they, or another child/adult is at risk of harm. Information will be shared on a 'need to know basis. Advice can be sought without identifying the person concerned.

Concluding

For a child or young person

- Reassure the child that they were right to tell you and show acceptance
- It is helpful to obtain their name, date of birth and contact details
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Social Services or the police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Designated Safeguarding person for advice or if unavailable contact the 31:8 Helpline.
- Consider your own feelings and seek pastoral support if needed.

For an adult at risk

- reassure them that they were right to tell you and show acceptance
- Make sure you have their name, date of birth and contact details
- Let them know what you are going to do next and that you will let them know what happens. Adults retain the choice for what action they want taken unless they are unable to make that choice because they, or another, are at risk of significant harm. (You might have to consider referring to Adult Social

Services or the police to prevent someone returning home if you consider them to be seriously at risk of further abuse.)

- Contact the Designated Safeguarding person for advice or if unavailable contact the 31:8 Helpline.

Section 3

Lines of responsibility for safeguarding

Safeguarding issues at an event

If you receive or are made aware of a disclosure of abuse or become aware of a safeguarding concern whilst attending a BYM event you should:

- Ensure the child/adult is safe
- Record the information provided – if possible on MyConcern.
- Contact the Designated Safeguarding Lead for the event.

Safeguarding issues at Friends House

- Ensure child/adult is safe
- Record the information provided
- Contact the BYM Safeguarding Officer or Dep. Recording Clerk.

Safeguarding issues at Swarthmoor Hall

If you receive or are made aware of a disclosure of abuse or become aware of a safeguarding concern whilst attending a BYM event you should:

- Ensure child/adult is safe
- Record the information provided.
- Contact the Swarthmoor Hall manager and the Safeguarding Co-ordinator

Role and responsibilities of the Safeguarding Lead

The following procedure and guidance for receiving information about abuse applies to the person who is the Safeguarding lead at BYM premises or event. Their role is to oversee and advise on safeguarding issues and if appropriate report concerns to external agencies or senior persons within BYM.

Procedure and required action

If a volunteer team member or colleague informs you of a disclosure by a participant or reports concerns about a team member or colleague you should:

1. **Talk with the person who has received the disclosure and** ensure that they have obtained sufficient information to complete a MyConcern referral .
2. **Consider talking with the individual who has made the disclosure.**
Use your judgement about the need to talk to the individual. The individual making the disclosure should not be expected to repeat their disclosure. It is possible however that after talking with the person who received the disclosure some key information is unclear or unknown to get appropriate advice for statutory involvement.
3. **Decide the level of the risk to the individual or other person, and/or if there is a need for statutory involvement.**
For advice and guidance, you can ring the 31:8 helpline: 0303 003 11 11. A 31:8 advisor will then help you to decide if a formal referral to social services or the police is necessary or what other steps you should take. This is an opportunity to check your thinking. If they recommend a formal referral is made, then you must follow their advice.
or
If there is a clear and immediate emergency then contact either the police on 999 or 112 or the social services either for the area in which the event is taking place (if the disclosure relates to an event) or the social services local to the person whom the disclosure relates to. These telephone numbers are on the 'Event Information Sheet' or 'Premises Information Sheet'.

More guidance on referrals and contacting outside agencies is at section 5.
4. If you do decide that there is an existing risk of abuse or harm, tell the individual making the disclosure what you have decided.
5. If the abuse disclosed has occurred at the event or on the premises you are at, you will need to decide what immediate action is required in relation to the person about whom the disclosure has been made, while you make a decision about possible referral to outside agencies.
6. You will need to consider the removal of this person from any possible contact with the individual who has made the disclosure, or other young people and adults at risk, at least temporarily. You may need to ask that someone sits with the individual to ensure they are kept separate. It is vital that the situation is not discussed with the person about whom the disclosure has been made. Any investigation must be left to outside agencies.
7. If the abuse disclosed is within the person's family, school or neighbourhood there will be a question of where the child, young person or adult at risk will go after the event, or after leaving the premises. This decision will be taken by social services. You may need to advocate on behalf of the person to ensure that their consent is sought as far as possible. The options for the return home may include parents, foster carers, other family members, another parent or friends.

The key thing is to help the child, young person or adult at risk feel as secure as possible. The individual may want to go home but may not be able to immediately, they may also want to stay at the event.

8. Ensure that the person who has made the disclosure is not left alone but is kept company by a team member or member of staff that they trust. Ask them who they would like this to be. It is vital that the situation is not discussed with the person who has made the disclosure. Any investigation must be left to outside agencies.
9. Keep those directly above you in the Safeguarding structure briefed on the situation and any referral.
10. Be responsible for the visit of statutory agencies at the event if required.
11. Be aware of the availability of the BYM Media Officer in case of contact with the press.
13. Assessment of risk and whether and how information will be shared will take place upwards in the line management structure in accordance with the Safeguarding Protocol. This could include informing parents, area meetings or local meetings, the Yearly Meeting Trustees, clerks or other Yearly Meeting post holders. This may be governed by the consent of the young people and/or families involved. You should not disclose any details of the incident.
14. Consider carefully 'the need to know' in relation to sharing information with those at the event or responsible for the individual. Confidentiality is always a priority, if in doubt seek advice..
15. Your role as Safeguarding Co-ordinator may involve various other tasks. You may decide to delegate some to other trusted BYM staff members.
16. At an event, once the safety of those involved is assured you will need to balance their needs with the needs of the event, other participants and the team.
17. On BYM premises, once the safety of those involved is assured you will need to balance their needs with the needs of the workload, colleagues and any other people on the premises.
18. Report what has occurred, and your actions to the BYM Safeguarding Officer.

Where you have decided there is no need for statutory involvement

19. If after consultation with 31:8 you decide not to make an outside referral and, at events, to deal with the incident within the event then:
20. You need to explain this very carefully to the person who made the disclosure and to the person who brought the disclosure to you. Please make them aware that they are able to make a referral themselves if they do not agree with your decision.
21. You need to decide on immediate support for the participant who has made the disclosure. You should give them information about what longer term help is available.
22. You may want to discuss with the participant whether they want to stay at the event (see 27 below). If the individual decides to go home you will need to ensure two team members accompany them on their journey. Ask the participant who they would like to accompany them.

23. You may need to inform their parents or carers about the incident, the action you have taken and reasons for your decision. You may want to talk to the participant about how this is done.
24. If the disclosure concerns another participant or a team member at the event, and you have decided not to make a referral, you will need to talk to the person about whom the disclosure was made. You will need to decide, along with the Responsible Person and other staff if appropriate, whether they should remain at the event. In making this decision you should be sensitive to the person making the disclosure and the person about whom the disclosure has been made, and take account of any advice from any outside agency. You should tell your decision to the person who has made the disclosure, and to the person about whom the disclosure was made.
25. Depending on your decision, the participant may wish to reconsider whether they want to stay at the event or not. If either person decides to leave the event then it is important that the reasons for their leaving are kept confidential from other team members and participants.
26. It is important that there is discussion about the possibility of the person making the disclosure coming into contact with the person whom it was about and an agreement reached about how this should be dealt with.
27. Once the safety of those involved is assured you will need to balance their needs with the needs of the event, other participants and the team.
28. You should now fill out the 'Safeguarding Co-ordinator's Disclosure Reporting Form'.

Section 5

Guidance on referrals and contacting outside agencies

This guidance is intended for the Safeguarding Lead

The Safeguarding Lead alone is responsible for making decisions about referrals and contacting outside organisations although anyone may contact outside agencies to report a concern. They should report they have done so to the BYM Safeguarding Officer, or the Dep. Recording Clerk

If it is an emergency

Call the police immediately on 999 or 112.

Contacting 31:8 or NSPCC:

31:8 and NSPCC both provide safeguarding helplines designed to offer advice and guidance on further action and whether a referral is necessary.

Before you call think about whether you are:

- calling for advice
- to check your thinking on an issue
- or to discuss making a referral.

31:8 Helpline: 0303 003 11 11

31:8 Helpline can also give advice about adults at risk as well as under 18s. Remember to give your name, the organisation (Britain Yearly Meeting of the Religious Society of Friends/Quakers) and, if relevant, the event from which you are calling.

NSPCC Helpline: 0808 800 5000

Email: help@nspcc.org.uk

Website: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

The NSPCC Helpline website contains information about their help and advice service on child abuse – what it is and what to do if you're worried a child is being abused. There are details of how you can get help by phone, including arrangements for an advisor to call you back if necessary.

Making a referral

This will be discussed when you phone 31:8 or NSPCC. If you are advised to refer the matter, then you must do so. If a referral needs to be made it is likely to be to the police or the local authority. 31:8 or NSPCC will advise you who to contact.

Details of contacts (local authority social services and child protection contacts) appropriate from Friends House and Swarthmoor Hall are listed on the 'Premises Information Sheet' (see appendices).

This information relevant to the area where the event is held should be included on the 'Event Information Sheet'.

Section 6

General guidance on pastoral care and confidentiality

Anyone involved in supporting the pastoral care needs of a participant or visitor – even in small ways – should communicate this to the staff member with responsibility for pastoral care so they can support the person appropriately at the event.

It is important to remember that anyone who has disclosed abuse has a right to expect that their privacy will be respected and that the principles of confidentiality should still be maintained within the remit of the Children Act (2004) and other legislation. For example, in most situations it would be inappropriate for volunteers or staff to approach those likely to be providing long term support or to seek to discuss the matter with them.

It is important for everyone involved to remember that it is the well-being of the person who has disclosed abuse that is our first priority, and if volunteers or staff have continuing cause for concern about them, then they should feel able to discuss this further with the designated Safeguarding Co-ordinator.

Volunteers and staff are not in a position to offer or provide any long-term support for anybody. Staff members should consider referring to appropriate support agencies when appropriate.

Many staff members and volunteers at Quaker events, and on Quaker premises, find themselves in an environment in which children, young people and adults at risk feel safe, and trust those around them. This can result in issues or personal situations coming to light,

which the child, young person or adult at risk wants to share with a team member, or a member of staff, that they trust.

At an event

Before a young people's event, all participants (including the event team) are informed of the guidance on confidentiality in the 'Participant Boundaries and Consent Form'. Parents / Guardians of participants under 18 are informed of the guidance on confidentiality in the 'Consent and Information Form' (see Appendices).

Event statement on confidentiality

The CYP Procedures & Guidance 'Boundaries' form is given to all participants under-18 who sign a form to say that they have read and understood this:

We aim to create a safe and trusting community, where we can share feelings and thoughts, which are important to us. The Children Act, which legislates for the protection of young people, applies at Britain Yearly Meeting events. It requires that if a member of the team is aware that an individual is at risk of serious harm, as a member of the team they are required to inform those responsible for pastoral care of participants. These individuals may need to take action in response to concerns that have been raised. If a member of the team is concerned about your safety, they should explain this to you, and say who they will be recording this concern with, who they will inform, and what will happen next.

Participants should be aware that there is a pastoral support structure from which members of the team may seek support over general participant concerns, needs and/or issues.

Event statement on confidentiality in 'Participant Consent and Information Form'

Given to all parents/guardians of under-18 participants, and event participants aged 18, who indicate their understanding of this with a signature of confirmation.

I understand that the Children Act (2004) requires that if an event team member is aware that an under-18 is at risk of serious harm they are required to inform the event's Safeguarding Co-ordinator.

Guidance on supporting individuals

When someone makes a disclosure to you, it is important that you are aware that they may feel upset, vulnerable or worried. It is essential to do everything you can to make the child or young person or adult at risk feel safe.

If possible, ask an appropriate person to sit with them while you contact the Safeguarding Co-ordinator.

Depending on the situation and the age of the child / young person / adult at risk making the disclosure you will need to think carefully about how to comfort or reassure them appropriately. Remember that what is appropriate for you may not be appropriate for them.

It is particularly important not to touch the person unless they specifically ask you to. You should only do this if you consider it appropriate given the context, and you are comfortable with the request.

It is very important to remember that a person in this situation may need reassurance about what is happening and will happen. Try to give this but only give assurances if you are certain that you are correct.

Pastoral care for all concerned at events

Longer term:

Once the person has left the event, then responsibility for pastoral care lies with local Friends. Yet you cannot tell these people that they will be called upon without the express permission of the person who told you in the first place.

The other people who are involved may need support – the family, the helpers and also the person named as perpetrator – but again the respect for confidentiality means that you cannot pass on their details to local Friends.

This will be an area meeting responsibility: but the Staff Safeguarding Team will not be able to divulge any information without the agreement of the survivor/victim and the statutory authorities.

How is pastoral care offered to the one named as perpetrator (immediate and longer term)?

It will be hard for elders and overseers at an event to offer pastoral care.

If the person is taken into custody, then they may be able to access a Quaker Prison chaplain. If they request it, then Quaker Life may be able to find one or two experienced Friends who could offer to support them spiritually. This does not mean that they have to condone their behaviour.

Section 7

Records management guide

This chart sets out the retention periods for key documents referred to in these procedures. Staff should use this document to organise their digital and paper records, destroying and archiving records accordingly.

The information in the following table has been created by BYM Records Manager and Safeguarding Officer in accordance with any legal, regulatory, and best practice requirements, and according to operational need.

It is an active document and should be updated regularly in light of regulatory or procedural changes. Records created related to the safeguarding function will be particularly affected by the following:

- Data Protection legislation and regulations
- Child safeguarding legislation and best practice
- Legislation affecting events (Health & Safety etc)
- Independent Inquiry into Child Sexual Abuse (<https://www.iicsa.org.uk/>)
(This inquiry currently asks organisations not to delete any child safeguarding records.)

If staff need guidance on how to manage, store, destroy or archive any documents, please consult with BYM Records Manager.

Type of document	How long to keep?	Reason for retention	How to store?	Comments
Handwritten notes in relation to disclosures	100 years	Safeguarding best practice (expected lifetime of a child)	Paper copy – pass to Safeguarding officer	Store in secure locked cabinets If digital copy made, store in Safeguarding secure folder Archive on a regular basis to the Library
Initial disclosure reporting form	100 years	Safeguarding best practice (expected lifetime of a child)	Paper copy – pass to Safeguarding officer	Store in secure locked cabinets If digital copy made, store in Safeguarding secure folder Archive on a regular basis to the Library
Safeguarding co-ordinators disclosure reporting form	100 years	Safeguarding best practice (expected lifetime of a child)	Paper copy – pass to Safeguarding officer	Store in secure locked cabinets If digital copy made, store in Safeguarding secure folder Archive on a regular basis to the Library
Incident and accident reporting form	100 years	Safeguarding best practice (expected lifetime of a child)	Paper copy – pass to Safeguarding officer	Store in secure locked cabinets If digital copy made, store in Safeguarding secure folder Archive on a regular basis to the Library
Consent and information form	100 years	Safeguarding best practice (expected lifetime of a child)	Paper copy – pass to Safeguarding officer	Store in secure locked cabinets If digital copy made, store in Safeguarding secure folder Archive on a regular basis to the Library
Email communication	100 years	Safeguarding best practice (expected	Save externally from email client (Outlook) in	Save externally from email client (Outlook) in the

		lifetime of a child)	the Safeguarding secure folder	Safeguarding secure folder
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Safeguarding Case Management

Safeguarding incidents within BYM are recorded in the MyConcern secure data management system and managed by the BYM Safeguarding Officer.

Appendices

Where appropriate, appendices are formatted so they can be easily copied individually and are available as separate electronic documents. The example of the 'quick reference guide' shows the information needed – it can be copied onto 1 sheet of A4 paper to be given to staff and volunteers so they can keep it with them (or the information could be added to a small folded card to fit in a wallet or lanyard).

Not all appendices will be needed for all BYM events or premises. The table below shows which is required.

Appendices/Documents	Needed		
	Friends House	Swarthmoor Hall	BYM Events
BYM Safeguarding Policy			
Current Post Holders Contact Information	✓	✓	✓
Premises Information Sheet *	✓	✓	
Event Information Sheet*			✓
Safeguarding Quick Reference Guide: Friends House*	✓		
Safeguarding Quick Reference Guide: Swarthmoor Hall*		✓	
Safeguarding Quick Reference Guide: Events*			✓
Initial Disclosure Reporting Form	✓	✓	✓
Incident & Accident Reporting Form	✓	✓	✓
Safeguarding Co-ordinator's Disclosure Reporting Form	✓	✓	✓

* Completed Premises Information Sheets and Event Information Sheets should be passed to the BYM Safeguarding Officer.

Britain Yearly Meeting Safeguarding Policy

Purpose and scope of this policy statement

- To protect from harm children, young people and adults at risk engaged in Quaker activities.
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to the protection of children and adults at risk in our Quaker communities.
- This policy applies to anyone working on behalf of Quakers, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff, those receiving grant funding, groups that use space in BYM premises and students. Quaker Area Meetings have their own safeguarding policies and procedures.

Legal framework and definitions

This safeguarding policy is written in line with legislation, policy and guidance that seeks to protect children (U18s) and vulnerable adult groups (adults at risk) in the UK.

An 'adult at risk' replaces the term 'vulnerable adult' and is someone who may need help because they have care and support needs. They may be unable to stop someone else from harming or exploiting them.

Supporting documents

This policy is supported by the *Safeguarding Procedures and Guidance for Staff and Volunteers* manual and other related documents which can be found either on the Friends House intranet site, the website at [Quaker.org.uk](https://www.quaker.org.uk) or on request from the Safeguarding Officer. Related documents include:

- How to deal with disclosures and concerns about a child, young person or adult at risk.
- Safeguarding data management system user protocol.
- Role description for the BYM Safeguarding Officer.
- Managing allegations against staff and volunteers.
- Recording concerns and information sharing.
- Child protection records retention and storage.
- Expectations of Volunteers and Staff working with children.
- Behaviour codes for children and young people.
- Photography and sharing images guidance.
- Safer recruitment.
- Online events safeguarding policy.
- Anti-bullying.
- Managing complaints.
- Whistleblowing.
- Health and safety.
- Induction, training, supervision and support.
- Adult to child supervision ratios.

Quakers believe that:

- Children, young people and adults at risk should never experience abuse of any kind.
- All adults and children deserve respect, value and care appropriate to their needs.
- There is 'that of God' in everyone. Our care extends to victims of abuse, those who are vulnerable to abuse and perpetrators of abuse.
- We have a responsibility to promote the welfare of all children, young people and adults at risk; to keep them safe and to practise in a way that protects them.

Quakers recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take. All children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and adults safe by:

- Valuing, listening to and respecting them.
- Recruiting and selecting staff and volunteers using the principles of Safer Recruitment, ensuring all necessary checks are made.
- Building a safeguarding culture where staff, volunteers, adults at risk, children, young people and their families treat each other with respect and are comfortable about sharing concerns.
- Promoting and fostering a culture of 'informed vigilance' about the dangers of possible abuse and creating an environment where safeguarding is everyone's responsibility.
- Appointing a Safeguarding Officer, a number of departmental Safeguarding Champions and a designated lead Trustee/board member for Safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures and expectations of staff and volunteers and fostering a culture of good practice in relation to activities promoted by Quaker meetings and groups.
- Implementing an effective Online Safeguarding Policy and related procedures.
- Providing effective management for staff and volunteers through support and role-appropriate safeguarding training, so that all staff and volunteers can follow our policies, procedures and behaviour codes confidently and competently.
- Responding without delay to any allegation or complaint that is made that suggests that a child, young person or adult may have been harmed or is at risk of harm.

- Keeping an open mind when allegations emerge, despite friendships and reputations.
- Ensuring all staff and volunteers know when and how they should report a concern, what action to take and when to inform a statutory agency.
- Cooperating fully with Police and other statutory agencies in the investigation of abuse.
- Recording, storing, using and destroying information professionally and securely, in line with GDPR legislation and guidance.
- Sharing safeguarding information and good practice with vulnerable groups and their families; telling them about measures in place to keep them safe.
- Using our procedures to appropriately manage any allegations against staff and volunteers.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any incidents arising.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Providing a safe physical environment for our children, young people, staff and volunteers, in or out of Quaker buildings, by applying Health and Safety measures in line with the law and regulatory guidance.
- Where someone is known to have harmed someone or to pose a risk to children, young people or adults, appropriate action will be taken to protect all vulnerable groups. Such a person will only be able to attend centrally managed activities if appropriate pastoral care can be put in place to support them, along with robust and effective risk-management during the event.

Contacts

BYM Safeguarding Officer: Mark Mitchell

Safe@Quaker.org.uk

Tel: 0207 663 1103

Thirtyone:eight safeguarding advisory service: 0303 003 1111 info@thirtyoneeight.org

NSPCC Helpline 0808 800 5000

BYM Trustees, who are responsible for the centrally managed work of Quakers in Britain, have approved this safeguarding policy in relation to any centrally managed work that involves activities for and with children and other vulnerable people. BYM Trustees review this safeguarding policy annually, making amendments as necessary. In addition, BYM staff are available to offer advice and guidance to all area meetings, which are all independent charities. Quaker faith & practice 4.14 sets out the need for all area meetings to agree a safeguarding policy of their own.

Agreed by BYM Trustees
June 2021
Reviewed May 2024

Current post-holders

Safeguarding Officer	Mark Mitchell	020 7663 1103 safe@quaker.org.uk
Deputy Recording Clerk	Sioban Haire	020 7663 1101 SiobhanH@quaker.org.uk
Public Affairs and Media Mngr	Grace Da Costa	020 7663 1138
Team Leader LM & AM Governance, Quaker Life	Oliver Waterhouse	020 7663 1007 oliverw@quaker.org.uk
Recording Clerk	Paul Parker	020 7663 1122 rc@quaker.org.uk
Staff member with responsibility for Insurance	Vipan Narang	020 7663 1136

safe@quaker.org.uk

There is a general e-mail address for safeguarding matters: safe@quaker.org.uk
This can be used and is monitored the Safeguarding Officer and usually checked once every working day. It is not suitable for matters requiring immediate attention.

Britain Yearly Meeting Safeguarding Procedure

Premises Information Sheet

Premises: Friends House
173-177 Euston Road
London
NW1 2BJ
020 7663 1000 (Switchboard)

Local Authority Area: London Borough of Camden

**Safeguarding Co-ordinator
(BYM Safeguarding Officer)**

Telephone number: Mark Mitchell
020 7663 1156
E-mail address: safe@quaker.org.uk

Responsible Person for Premises

Name: Lisa San Martin
Job title: Chief Executive, Hospitality & Facilities
Telephone number: 020 7663 1155
e-mail address: LisaS@quaker.org.uk

Deputy

Name: Eamonn Cole
Job title: Head of Operations, Hospitality & Facilities
Telephone number: 020 7663 1145
e-mail address: tonyr@quaker.org.uk

Location of designated private space: any of the departmental meeting rooms on the second floor at Friends House (you may ask that any current users relocate)

Details of appropriate Local Authority and Police contacts for Friends House:

Camden Council

- **Children and Young People**

Children and Families Contact Service

Website: www.camden.gov.uk/childrensafeguarding

Telephone: 020 7974 3317. Out of hours: 020 7974 4444

The Children & Families Contact Team is a single access point providing advice, information and support for children and young people who are vulnerable and at risk.

- **Adults at risk**

<https://www.camden.gov.uk/ccm/content/social-care-and-health/about-social-care/protecting-a-vulnerable-adult.en>

Telephone 020 7974 4000 and select option 1.

- **Camden Safeguarding Children Partnership**

5 Pancras Square, London N1C 4AG

Telephone: 020 7974 6658, 020 7974 1276

CSCP@camden.gov.uk

Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 and are now known as Local Safeguarding Children Partnerships. The LSCP is the key statutory mechanism for agreeing how the relevant agencies in each local area will co-operate to safeguard and promote the welfare of children in that locality

Managing allegations against staff and volunteers with LADO

To refer a case to the Local Authority Designated Officer (LADO) where it is alleged that a person working with children has:

1. behaved in a way that has harmed or may have harmed a child
2. possibly committed a criminal offence against or related to a child
3. behaved towards a child/ren in a way that indicated s/he is unsuitable to work with children

Contact LADO on Duty by calling Tel: 020 7974 4556 and your call will be directed to the Duty LADO.

- **Camden Police Community Safety Unit**

Holborn Police Station, 10 Lambs Conduit Street, London WC1N 3NR

Email: csu.camden@met.police.uk

Telephone numbers: 020 8733 6443, 020 8733 6550, 020 8733 5946, 020 8733 5665, 020 8733 5565

Monday–Sunday 8am-10pm

Investigates crimes relating to race/faith hate, domestic violence, anti-Semitism, homophobia and Safeguarding adults from risk of abuse. Serves the whole of the Borough of Camden.

- **Holborn Police Station**

10 Lambs Conduit Street, London WC1N 3NR

<https://www.police.uk/metropolitan/E05000138/>

Telephone 101 (Metropolitan Police switchboard), textphone 18001 101

Emergencies Dial 999, textphone 18000

Monday–Friday 8am–8pm, Sat 10am–6pm.

Closed outside of these times and all day Sunday.

Britain Yearly Meeting Safeguarding Procedure

Event Information Sheet

Event: [Event name]

Date: [Date/s of event]

Venue: [Venue and address]

Local Authority Area: [Name of local authority]

Safeguarding Co-ordinator: [Name of designated person for event]

Telephone number: [Telephone number at event]

Responsible Person at event: [Name of designated person for event]

Job title: [Job title of Responsible Person]

Telephone number: [Telephone number at event]

BYM Safeguarding Officer:

Telephone number: 020 7663 1103 (office hours)

Event specific telephone number: [if appropriate]

Location of designated private space at venue:

Details of Local Authority and Police contacts for the location of the event:

- a) Local Authority contact for children and young people

- b) Police contact for children and young people

- c) Local Authority contacts for adults at risk

- d) Police contact for adults at risk

A completed copy of this form should be lodged with the BYM Safeguarding Officer in advance of the Event.

Britain Yearly Meeting – Friends House Safeguarding Quick Reference Guide

This is not a substitute for the safeguarding policy – make sure you are familiar with the location on the intranet of the full policy and procedures. A paper copy is with the Safeguarding Officer at Friends House.

This guidance is for safeguarding at a Britain Yearly Meeting event or on Britain Yearly Meeting premises.

Guidance for **safeguarding at area and local meetings** is available from the Safeguarding Officer safe@quaker.org.uk and from 31:8 Tel: 0303 003 11 11.

If you observe abuse or someone makes a disclosure to you – follow these guidelines

- **If you observe abuse** then inform the Yearly Meeting Safeguarding Officer, or your manager without delay.
- **What to do if someone makes any disclosure of abuse:**

Confidentiality

If, when talking with an individual in Friends House they imply or say: 'Can I tell you something in confidence / private / secret?' It is vital that you remind them of the confidentiality guidelines which are that:

if what they say indicates that they or someone else is being harmed or is at risk of harm you have a duty to pass this information on.

You can reassure them that the Safeguarding Officer, the Responsible Person and the Staff Safeguarding Team are the only people in Friends House who will know the detail of what you have been told. You can give them the names of these people rather than the role titles. Explain that if this is the case that they will be kept informed.

When people tell us terrible things, our impulse is to be the rescuer.

Take the following action

If an individual makes a disclosure about themselves or a child, young person or adult at risk, or you are concerned that an individual or someone else is being harmed or at risk of harm, you must take the following action:

1. Remember that the person will have to repeat their account many times; you are just the first to hear what they have to tell.
2. Keep calm and act normally.
3. Ensure that the person is in an appropriate place for the situation.
4. Let someone else know that you are having a potentially difficult conversation.
5. Explain that you cannot keep anything they tell you a secret. Tell them what will happen with the information they have given you and who you have to tell. Tell them that if what they say indicates that they or someone else is being harmed or is at risk of harm you have a duty to pass this information on.
6. Listen carefully and keep listening until they have told you as much as they feel they need to.
7. Accept what you hear without passing judgement.
8. Do not investigate. Your role is not to investigate the whole picture.
9. Ask questions only to clarify information.

10. Contact the Safeguarding Officer (see below) as soon as possible when the conversation has finished.
11. If they ask for their parent or carer say that you'll talk about this with the Safeguarding Officer when they come.
12. Make careful notes, ideally on the 'Initial Disclosure Reporting Form' as soon as possible. Include:
 - i. What they said, dates and times of incidents
 - ii. What you said
 - iii. Date and time of conversation/recording
 - iv. sign and store safelyDo not share anything confidential with other participants, staff, team members, parents, carers or, if applicable, anyone outside the event.

If you have concerns about the actions of a staff member or another team member you should contact the Safeguarding Officer immediately.

What the Safeguarding Officer should do:

1. Talk briefly with the person that has received the disclosure.
 2. Talk with the individual who has made the disclosure.
 3. Decide if there is an ongoing risk to the individual or someone else,
 4. Decide if there is a need for statutory involvement, and if so to inform the appropriate authorities.
 5. Provide you with adequate opportunity to debrief and talk with you about any support that you might need during or after the event
- **Additional guidance if someone makes any disclosure of abuse on the phone:**
Any staff member may receive a phone call about a case of abuse. It may not be immediately apparent from the beginning of the conversation that this is what the call is going to be about. If you receive such a call, you may feel ill-prepared to deal with it. All calls must be taken very seriously. If you feel unable to deal with the call, then you can transfer the call to a member of the Safeguarding Team, but you should only transfer the call if the caller agrees that you may: you can say things like 'Making this call is a brave thing to do. I think one of my colleagues might be able to respond to you better than I can.'
 - The Safeguarding Officer deals with safeguarding incidents at **BYM Events or on BYM Premises** and with safeguarding advice on disclosures relating to **area and local meetings**. 020 7663 1103

Please, never transfer a call to voicemail. If you get cut off, then do not ring them back. They may have ended the call because someone else has arrived at their end.

Further guidance on disclosures by phone is in section 4 of the full procedures.

BYM Safeguarding Officer

Mark Mitchell
020 7663 1103
Safe@quaker.org.uk

Britain Yearly Meeting – Swarthmoor Hall Safeguarding Quick Reference Guide

This is not a substitute for the safeguarding policy – make sure you are familiar with the location of the full policy and procedures. This is available in the main office.

Swarthmoor Hall, Ulverston, Cumbria LA12 0JQ
01229 583 204

If you observe abuse or someone makes a disclosure to you – follow these guidelines

- **If you observe abuse** then inform the Safeguarding Co-ordinator for Swarthmoor Hall without delay.
- **What to do if someone makes any disclosure of abuse:**

Confidentiality

If, when talking with an individual in Friends House they imply or say: 'Can I tell you something in confidence / private / secret?' It is vital that you remind them of the confidentiality guidelines which are that:

if what they say indicates that they or someone else is being harmed or is at risk of harm you have a duty to pass this information on.

You can reassure them that the Safeguarding Officer, the Responsible Person and the Swarthmoor Hall Manager are the only people at Swarthmoor Hall who will know the detail of what you have been told. You can give them the names of these people rather than the role titles. Explain that if this is the case that they will be kept informed.

When people tell us terrible things, our impulse is to be the rescuer.

Take the following action

If an individual makes a disclosure about themselves or a child, young person or adult at risk, or you are concerned that an individual or someone else is being harmed or at risk of harm, you must take the following action:

1. Remember that they will have to repeat their account many times, you are just the first person at Swarthmoor Hall whom they are telling.
2. Keep calm and act normally.
3. Ensure that the person is in an appropriate place for the situation.
4. Let someone else know that you are having a potentially difficult conversation.
5. Explain that you cannot keep anything they tell you a secret. Tell them what will happen with the information they have given you and who you have to tell. Tell them that if what they say indicates that they or someone else is being harmed or is at risk of harm, you have a duty to pass this information on.
6. Listen carefully and keep listening until they have told you as much as they feel they need to.
7. Accept what you hear without passing judgement.
8. Do not investigate. Your role is not to investigate the whole picture.
9. Ask questions only to clarify information.
10. Contact the Safeguarding Co-ordinator (name and number below) as soon as possible when the conversation has finished.
11. If they ask for their parent or carer say that you'll talk about this with the Safeguarding Co-ordinator when they come.

- 12.** Make careful notes, ideally on the 'Initial Disclosure Reporting Form', as soon as possible. Include:
- What they said, dates and times of incidents
 - What you said
 - Date and time of conversation/recording
 - Sign, and store safely
- Do not share anything confidential with other staff, visitors, parents, carers or anyone off site.
- If you have concerns about the actions of another staff member or volunteer you should contact the Safeguarding Co-ordinator immediately.

What the Safeguarding Co-ordinator should do:

1. Talk briefly with the person that has received the disclosure.
2. Talk with the individual who has made the disclosure.
3. Decide if there is an ongoing risk to the individual or someone else,
4. Decide if there is a need for statutory involvement, and if so to inform the appropriate authorities.
5. Provide you with adequate opportunity to debrief and talk with you about any support that you might need during or after the event
6. Report the incident to the Yearly Meeting Safeguarding Officer.

Safeguarding at Swarthmoor Hall

Safeguarding Co-ordinator for Swarthmoor Hall:
Telephone number:

[name]
[telephone number]

Swarthmoor Hall Manager
Telephone number:

01229 583 204

Britain Yearly Meeting at Friends House, London

BYM Safeguarding Officer:
Telephone number:

Mark Mitchell
020 7663 1103

Location of full procedures and policies:

Britain Yearly Meeting – Events
Event name, venue and date

Safeguarding Quick Reference Guide

This is not a substitute for the safeguarding policy – make sure you are familiar with the location of the full policy and procedures. This is available at every event.

Children and young people and adults at risk are an important part of our community. As members of the Religious Society of Friends in Britain (Quakers), we are committed to providing an environment in our meetings and gatherings where everyone can feel safe and free from harm.

If you observe abuse or someone makes a disclosure to you – follow these guidelines

- **If you observe abuse** then inform the Safeguarding Co-ordinator for the event without delay.
- **What to do if someone makes any disclosure of abuse:**

Confidentiality

If, when talking with an individual in Friends House they imply or say: ‘Can I tell you something in confidence / private / secret?’ It is vital that you remind them of the confidentiality guidelines which are that:

if what they say indicates that they or someone else is being harmed or is at risk of harm you have a duty to pass this information on.

You can reassure them that the Safeguarding Co-ordinator and the Responsible Person are the only people at the event who will know the detail of what you have been told. You can give them the names of these people rather than the role titles. Explain that if this is the case that they will be kept informed.

When people tell us terrible things, our impulse is to be the rescuer.

Take the following action

If an individual makes a disclosure about themselves or a child, young person or adult at risk, or you are concerned that an individual or someone else is being harmed or at risk of harm, you must take the following action:

1. Remember that the person will have to repeat their account many times; you are just the first to hear what they have to tell.
2. Keep calm and act normally.
3. Ensure that the person is in an appropriate place for the situation.
4. Let someone else know that you are having a potentially difficult conversation.
5. Explain that you cannot keep anything they tell you a secret. Tell them what will happen with the information they have given you and who you have to tell. Tell them that if what they say indicates that they or someone else is being harmed or is at risk of harm, you have a duty to pass this information on.
6. Listen carefully and keep listening until they have told you as much as they feel they need to.
7. Accept what you hear without passing judgement.
8. Do not investigate. Your role is not to investigate the whole picture.
9. Ask questions only to clarify information.

10. Contact the Safeguarding Co-ordinator (name and number below) as soon as possible when the conversation has finished.
11. If they ask for their parent or carer say that you'll talk about this with the Safeguarding Co-ordinator when they come.
12. Make careful notes, ideally on the 'Initial Disclosure Reporting Form', as soon as possible. Include:
 - i. What they said, dates and times of incidents
 - ii. What you said
 - iii. Date and time of conversation/recording
 - iv. Sign, and store safelyDo not share anything confidential with other participants, staff, team members, parents, carers or anyone outside the event.
If you have concerns about the actions of a staff member or another team member you should contact the Safeguarding Co-ordinator immediately.

What the Safeguarding Co-ordinator should do:

1. Talk briefly with the person that has received the disclosure.
2. Talk with the individual who has made the disclosure.
3. Decide if there is an ongoing risk to the individual or someone else,
4. Decide if there is a need for statutory involvement, and if so to inform the appropriate authorities.
5. Provide you with adequate opportunity to debrief and talk with you about any support that you might need during or after the event
6. Report the incident to the Yearly Meeting Safeguarding Officer.

Name and venue of event:

Date of event:

At the event

Safeguarding Co-ordinator for the event: [Name]
Telephone number: [Telephone number at event]

The Responsible Person for the event: [Name]
[Job title]
Telephone number: [Telephone number at event]

Event Emergency contact mobile:

Location of full procedures and policies:

Britain Yearly Meeting at Friends House, London (office hours)

BYM Safeguarding Officer: Mark Mitchell
Telephone number: 020 7663 1103

Initial Disclosure Reporting Form

This form is for use by the person who received the disclosure.

This form is confidential within the terms of Guidance on Confidentiality detailed in the Britain Yearly Meeting Safeguarding Procedures.

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 all information concisely. Record the disclosure verbatim. Do not try to interpret.

Completed by (name):

Event/premises:

Role at event/premises:

Contact details:

1. Date and time of disclosure/incident causing suspicion:

2. Name and age of the young people or adults involved

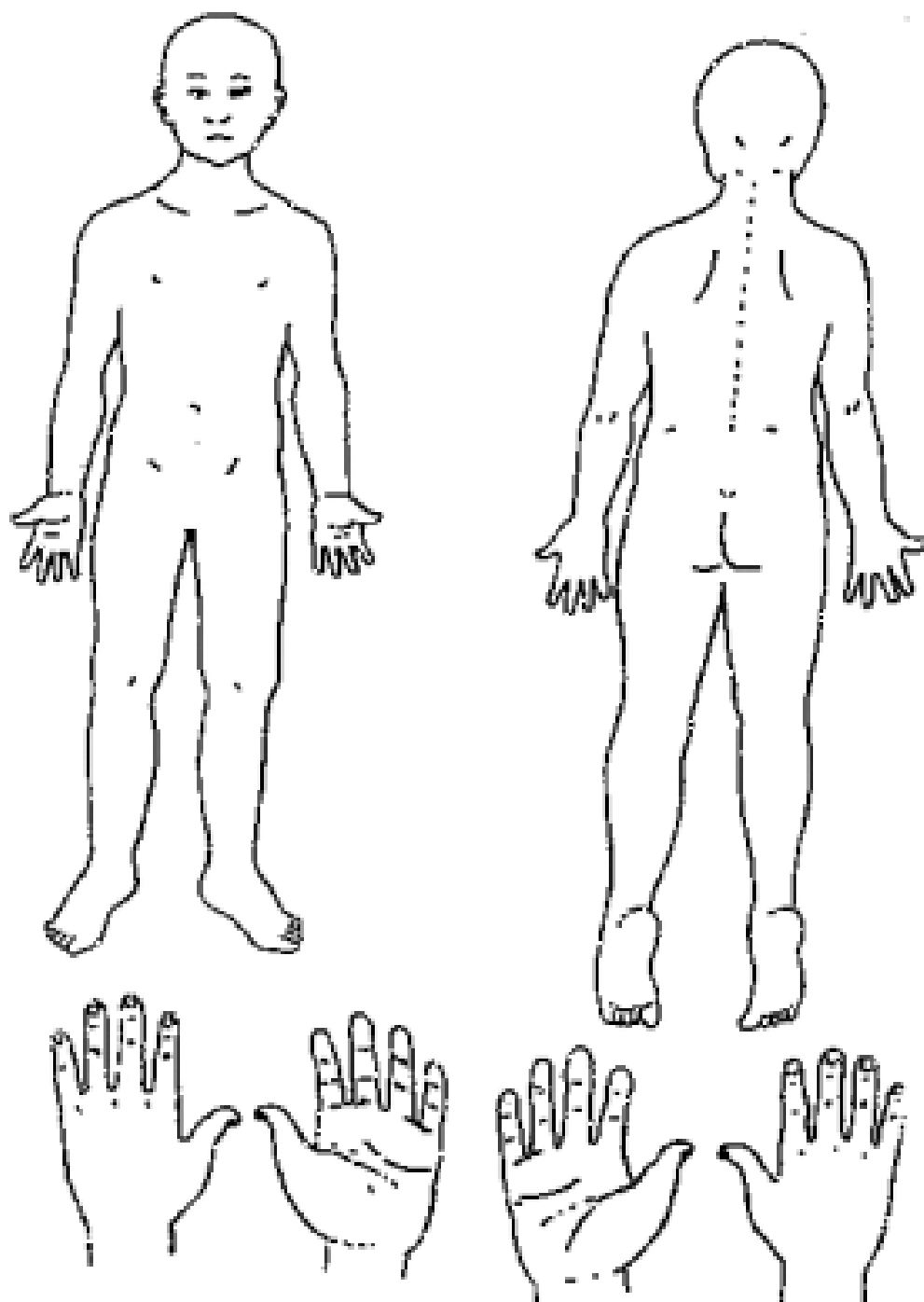
3. Details of adult or young person (if any) named as perpetrator:

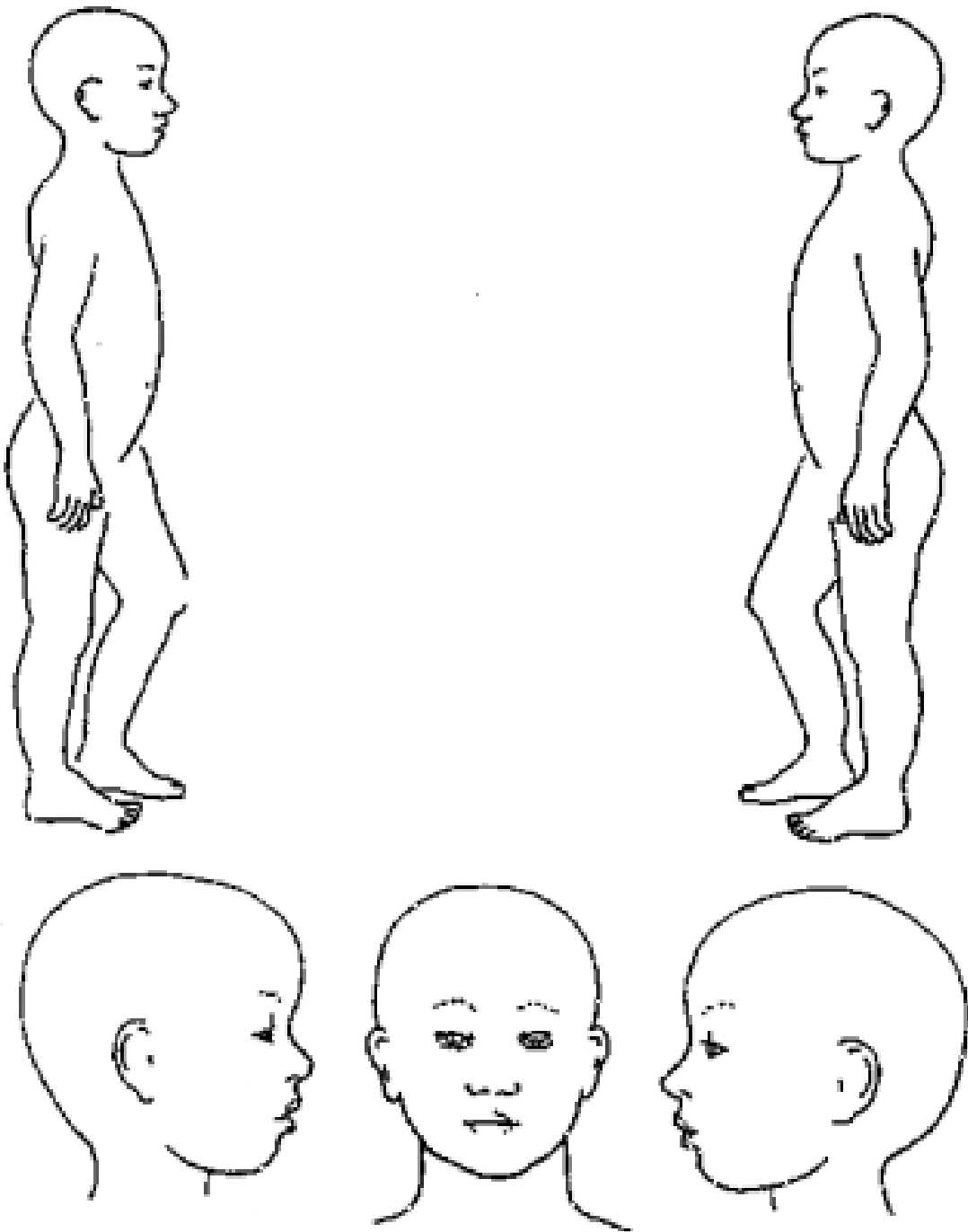
4. Name, age and contact details of any witnesses:

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. Details of the disclosure or the incident causing suspicion. In relation to disclosure, 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)





6. Details (continued)

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

Signed:

Date:

Time:

Passed to Safeguarding Co-ordinator (name):

Signed by Safeguarding Co-ordinator:

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.

Incident and Accident Reporting Form

For the Responsible Person to complete

Details of incident/accident Please record information about when and where the incident/accident happened			
Date (dd/mm/yyyy)		Time	
Location			
Event			
Nature of incident/accident including details of illness/injury. Give the cause if relevant.			
Names of People Involved			
Names of Team Members Involved			
Give names of witnesses to the incident/accident			
Was a first aider called	Yes/No		
If yes the First Aider should complete this form otherwise the person reporting the incident should complete the form			

Action taken			
Give details of any action taken including First Aid treatment given			
Supplies used			
Was an ambulance called	Yes/No		
Did the person receive paramedical treatment at the venue	Yes/No		
Did the person require hospitalisation? If so give details of how they travelled to hospital and which hospital	Yes/No		
Was the person sent to a doctor or health centre? If so give details	Yes/No		
Who was informed about this incident			
Team Members	Yes/No	Name	
Parent/Carer/Responsible Adult	Yes/No	Name	
Staff Member/s	Yes/No	Name	
Other e.g. consultant please specify	Yes/No	Name	

Further action required please give details of further action or follow up required and who responsible	
Name of Team member	
Signature of Team member	
Date & Time	
Name of Staff member	
Signature of Staff member	
Date & Time	
Further action taken please give details of any further action taken	
Name of Team member	
Signature of Team member	
Date & Time	
Name of Staff member	
Signature of Staff member	
Date & Time	

Safeguarding Co-ordinator's Disclosure Reporting Form

This form is for use by the Safeguarding Co-ordinator

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.

National Helplines and Support Agencies

National helplines reproduced from The Survivors Trust <http://thesurvivorstrust.org/find-support/> (this website page also includes details of regional organisations and contacts).

National helplines

The National Association for People Abused in Childhood (NAPAC)

Call 0808 801 0331 free from all landlines and mobiles

Monday–Thursday 10:00–21:00 and
Friday 10:00–18:00

NAPAC provides a national freephone support line for adults who have suffered any type of abuse in childhood.

Website: www.napac.org.uk

SurvivorsUK Helpline Web Chat

(Monday–Friday 10.30–21:00; Saturday–Sunday 10:00 – 18:00)

National Web Chat for adult male survivors of rape or sexual

<https://www.survivorsuk.org/ways-we-can-help/online-helpline/>

Text: 020 3322 1860

Whatsapp: 07491 816 064

MOSAC (Mothers of Sexually Abused Children)

Freephone: 0800 980 1958

Supporting all non-abusing parents and carers whose children have been sexually abused. We provide various types of support services and information for parents, carers and professionals dealing with child sexual abuse.

Website: www.mosac.org.uk

SupportLine

Helpline: 01708 765200

Confidential emotional support to children, young adults and adults by telephone, email and post.

Website: www.supportline.org.uk

CISterS (Surviving Rape and/or Sexual Abuse)

Telephone: 02380 338080

Answerphone 023 80 338080 is usually monitored daily during the week and callers can choose to leave their name and phone number, and we will call them back and will take care when doing so. Or can email admin@cisters.org.uk

The helpline is available to female adult survivors of childhood rape/sexual abuse, and others can call if they have a concern about such issues. In the case of the latter we will seek to signpost them to appropriate services.

PODS: Positive Outcomes for Dissociative Survivors

A project of Survivors Trauma and Abuse Recovery Trust (START)

Helpline: 0800 181 4420

PODS works to make recovery from dissociative disorders a reality through training, informing and supporting.

Tuesdays 6–8pm or appointments at other times by contacting the office

Email: mail@start-online.org.uk (for START) or info@pods-online.org.uk (for PODS)

Website: www.start-online.org.uk and www.pods-online.org.uk

Rape Crisis England and Wales

Freephone 0808 802 9999

12 noon – 2.30pm and 7 – 9.30pm every day of the year

Rape Crisis England & Wales is a feminist organisation that exists to promote the needs and rights of women and girls who have experienced sexual violence, to improve services to them and to work towards the elimination of sexual violence.

Website: www.rapecrisis.org.uk

Safeline

Male Helpline: 0808 800 5005

General Helpline: 0808 800 5008

Young people's Helpline: 0808 800 5007

Text Helpline and Online Advisors: 07860 027573

Monday 10am – 4pm|Tuesday 8am – 8pm|Wednesday 10am – 4pm|Thursday 8am – 8pm|Friday 10am – 4pm|Saturday 10am – 12 noon

Safeline is a specialised charity working to prevent sexual abuse and to support those affected in their recovery.

Website: www.safeline.org.uk

Websites

Bristol Crisis Service for Women

Bristol Crisis Service for Women is a national organisation that supports girls and women in emotional distress. They particularly help women who harm themselves (often called self-injury).

Website: www.selfinjurysupport.org.uk

First Person Plural

UK-wide membership charity led by volunteers who have lived-experience of dissociative identity disorder (previously known as 'multiple personality disorder') or other childhood-trauma-related complex dissociative condition with a similar presentation (e.g. type 1 dissociative disorder not otherwise specified).

Website: www.firstpersonplural.org.uk

Respond

Respond exists in order to lessen the effect of trauma and abuse on people with learning disabilities their families and supporters. Provides psychotherapy for people with learning disabilities, advice and support for staff and families, training for carers and professionals, and education for people with learning disabilities.

Website: www.respond.org.uk

Rape Crisis England & Wales

Rape Crisis England & Wales is a national feminist organisation that exists to promote the needs and rights of women and girls who have experienced sexual violence, to improve services to them and to work towards the elimination of sexual violence. They are a national umbrella body for their network of autonomous member Rape Crisis organisations across England and Wales and was set up to support their specialist work.

Website: www.rapecrisis.org.uk

Survivors Manchester

A website with various resource information for adult male survivors of rape or sexual abuse.

Website:

www.survivorsmanchester.org.uk

SurvivorScotland

SurvivorScotland oversees the National Strategy for Survivors of Childhood Abuse Through the National Strategy, Strategy Funding and the National Confidential Forum, they aim to:

- Raise awareness of childhood abuse
- Increase awareness of its long term consequences
- Improve support services
- Enhance the health and wellbeing of survivors
- Understand and acknowledge the experiences of people who were in care as children, whether those experiences were positive or negative
- Develop training and skills for frontline workers

Website: www.survivorscotland.org.uk