

**SAFEGUARDING CHILDREN, YOUNG PEOPLE AND
VULNERABLE ADULTS IN THE AREA MEETING****RD7.1.10**

AREA MEETING COORDINATOR'S JOB DESCRIPTION

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Abbreviations: AM - **Area meeting** LM- **Local meeting** DBS - **Disclosure & Barring Service** CCPAS - **Churches Child Protection Advisory Service**

Trustees have a duty of care to safeguard children, young people and vulnerable adults whom they work with, and also to minimise the risk of abuse. The duties of the AM Safeguarding Co-ordinator are to:

- co-ordinate safeguarding throughout AM
- become known as the Safeguarding Co-ordinator in AM, safeguarding being the responsibility of all.
- work with the named person in each LM, ensuring that LM safeguarding information and packs are up to date.
- work with LM Clerks and AM Children's Advocate to ensure DBS checks are carried out as advised by Friends House in "Meeting Safety" (latest edition)
- be AM's contact with CCPAS and adhere to their guidelines.
- respond to any incident or occasion for disquiet.
- be responsible for taking - and act independently to take - the lead in reporting any incident to the Statutory Authorities. (It may be necessary to assist Vulnerable Adults to report an incident.)
- debrief LM or the group in which the incident occurred on a 'need to know' basis only.
- work with Overseers to support the abused person and the perpetrator
- oversee implementation and regular revision of AM safeguarding policies and procedures
- keep Trustees and LMs up to date with any relevant changes
- arrange training and enable relevant workers to access training
- work (on safeguarding issues) with interview panels for those specifically working with children, young people or vulnerable adults
- be responsible for ensuring the accuracy of any incident records and their safe storage
- report to Trustees on good practice issues, and annually.

In the event of a disclosure the Safeguarding Coordinator (or the person acting in his or her stead) will:

- talk to the person receiving the disclosure and read their report
- collate and clarify details
- decide on the level of risk to the individual and to others
- phone CCPAS for advice
- decide if there is a need to pass information to Statutory Authorities and act accordingly. [NSPCC may also be involved: 0800 800 5000]
- decide how to act towards the person the disclosure is made against. If they are involved with Friends, take action to prevent further harm e.g. remove them from the situation but do not discuss
- inform the clerk to Trustees and thereby the Charity Commissioners and Insurance Company through Trustees.
- take advice from Friends House Publicity Officer if there are questions from the media.

Issued		<i>West Wiltshire and East Somerset Area Meeting of the Religious Society of Friends</i>
Revised	May 2015	

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If a known sexual or violent offender wants to attend Meeting for Worship or any of our activities the Safeguarding Coordinator will:

- contact the police and probation service
- contact the Safeguarding Officer at Friends House for advice before it is decided whether a contract can be drawn up
- participate in drawing up a contract.

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