

# West Wiltshire & East Somerset Area Meeting



## Safeguarding procedure

### Property Information Sheet

If you meet in rented premises, then it is worthwhile completing one of these if the information is not immediately available on those premises.

**Property** Insert name and full address of the Quaker Meeting House or other property here. Include the postcode as well as any telephone number that is readily available.

**Local Authority Area:** You should include the district and the county if they each have councils. If you do not know this, then ask your treasurer as they may know that information, do not rely on “upmystreet.com” without the complete postcode, as some postcode areas are in more than one local authority. Local authority websites often contain maps of their area.

<b>Safeguarding Coordinator (and Deputy if appointed)</b>	
	This should be the Name and contact details of the person who carries day to day responsibility for safeguarding on these premises. It may be a warden or caretaker or the Area Meeting Safeguarding Co-ordinator. If no-one else is named, then it will be the Clerk to Area Meeting trustees.
<b>Responsible Person for the Property</b>	
	This should be the Name and contact details of the person who carries day to day responsibility for running these premises. It may be a warden or caretaker or the clerk of premises committee. . If no-one else is named, then it will be the Clerk to Area Meeting trustees.
<b>Area Meeting Safeguarding Coordinator (and Deputy if appointed)</b>	
	Include the contact details of the Area Meeting Safeguarding Co-ordinator and deputy. If none, then put the Clerk to AM trustees here.

### Location of designated private space:

This should be a place where someone can safely talk about abuse, but should not be a bedroom. It can be a room that is also available for other activities provided that anyone already present can be requested to leave. A Meeting House library or office is likely to be suitable.

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## Details of appropriate Local Authority and Police contacts for the location:

This applies to all of the following questions. Having obtained the name of the local authority, then their website should provide the information required. You may also need to visit a police, or a safeguarding board website. Expect to include name, address, if the address is a PO Box, also include the physical location, telephone and e-mail details, and remember to include any emergency contacts that are available outside office hours.

Local Authority Contact for Children, Young People and vulnerable adults	
Police Contacts for children, young people and vulnerable adults	
Local Safeguarding Board in the locality of the event:	
Local Authority Designated Officer	

## Helplines for advice

**CCPAS HELPLINE: 0845 120 4550**

**NSPCC HELPLINE: 0808 800 5000**

**A completed copy of this form should be lodged with the Area Meeting Safeguarding Co-ordinator**

This whole document can be formatted as you wish. It may be sensible to keep it to two sides of A4.

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