

## Safeguarding Responsibilities of Children's Meeting volunteers

Volunteers will:

1. Provide a safe and enjoyable environment in which children can experience the Quaker community.
2. Keep a hard-copy Attendance Register with the names of the children and volunteers, the place (if not the usual meeting venue), the date, and any incidents of concern or injury. A note of activities undertaken may also be useful but is not essential for safeguarding purposes.
3. Undertake safeguarding training initially, and a refresher at least every three years.
4. Follow the Code of Conduct (SR3i), Practice Guidelines\* (SR4a) and any specific local safeguarding arrangements (SR4b).
5. Record any accidents or injuries according to the Local Meeting arrangements (SR4f).
6. Report and record any possible safeguarding incidents, concerns or worries (SR5c) to the AM Safeguarding Coordinator.
7. Be aware of the Local Meeting's risk assessment for children and young people (SR4g), and arrangements in place.
8. Contribute to reviews on how safeguarding arrangements for children's meetings are working (SR9a).

*\* Practice guidelines include the use of Consent Forms to record that parents/guardians have given their permission for us to look after their children (SR4c,4d,4e).*

The Children's Meeting Convenor will:

Ensure that the attendance register, risk assessments and consent forms are kept securely between meetings, and that these are handed on to the Area Meeting Safeguarding Coordinator when no longer current.

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Each newly-appointed children's meeting volunteer will have a probationary period of three months or three meetings, whichever is longer. The Local Meeting Clerk will then review the appointment and either confirm or end it.