
Safeguarding Responsibilities of the LM Clerk

- Have a *Safeguarding Induction* at the start of the role (*Basic Safeguarding Training* is beneficial rather than essential)
- Follow the Policy and Procedures, and abide by the Code of Conduct (SR3i)
- Ensure the Safeguarding Poster (SR1b), the Policy, and *Safeguarding* (summary trifold leaflet SR1a) are on display
- Ensure that when a Friend has carried out safeguarding training, a minute of record is made by the Local Meeting
- Ensure that when a role-holder has been cleared to work with children and young people following a Disclosure and Barring Service (DBS) check, a minute of record is made by the Local Meeting
- Ensure that when an appointment to work with children and young people is made, the Local Meeting minute of appointment is forwarded to the AM Safeguarding Coordinator
- Jointly review Local Meeting safeguarding practice and report to trustees annually using the Local Meeting Annual Safeguarding Report (SR9a).