

WWESAM SUMMARY OF SAFEGUARDING ROLES AND RELATED DOCUMENTS

All documents referenced here can be found on the website <http://www.wwesquakers.org.uk/safeguarding.php>

Everyone shares our responsibility for safeguarding and should have a printed copy of the Safeguarding trifold leaflet SR1a

Role	Elders and Pastoral Friends – SR2e
Requirements	Participate in safeguarding induction SR3b and undertake Basic Safeguarding Training SR6 before starting role, refreshed every 3 years.
Responsibilities	Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct; offer pastoral care and support where requested to all those who have been affected by abuse. Where appropriate, work with the AM Safeguarding Coordinator to ensure boundaries are set, supervision and pastoral care is in place for offenders and those who may pose a risk, and that terms of any written agreements with those who pose a risk are followed.
Your own documents	Signed Code of Conduct SR3i ; Training certificate.
Documents used	Training Guide SR6 .

Role	Clerk – SR2f
Requirements	Participate in safeguarding induction SR3b before starting role; Basic Safeguarding Training SR6 is beneficial rather than essential.
Responsibilities	Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct; ensure the Safeguarding Poster SR1b , the Policy, and <i>Safeguarding</i> trifold leaflet SR1a are on display; make a minute of record when a Friend has carried out safeguarding training and when a Friend has been cleared to work with children and young people following a Disclosure and Barring Service (DBS) check; make a minute of record when a Friend is appointed to work with children and young people and forward this to the AM Safeguarding Coordinator. Jointly review Local Meeting safeguarding practice and report to trustees annually using the Local Meeting Annual Safeguarding Report SR9a .
Your own documents	Signed Code of Conduct SR3i .
Documents used	Training Guide SR6 ; <i>Safeguarding</i> trifold leaflet SR1a ; Safeguarding Policy; Safeguarding Poster SR1b ; LM Annual Safeguarding Report SR9a .

Role	Nominations Committee members – SR2h
Requirements	Participate in safeguarding induction SR3b before starting role; Basic Safeguarding Training SR6 is beneficial rather than essential.
Responsibilities	Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct; take safeguarding into account when considering the suitability of an individual for certain roles; ensure that the safer appointment practices are followed for the roles that require them SR3a ; bring nominations to Local and Area Meeting (as appropriate). On behalf of the AM Safeguarding Coordinator, keep paper records of all signed forms and reference received related to each appointment in a secure place and transfer custody of these documents to the AM Safeguarding Coordinator as soon as practicable.
Your own documents	Signed Code of Conduct SR3i .
Documents used	Safeguarding nomination guidance SR3a , SR3b , SR3i and forms SR3c-h (depending on the nomination) ; Trustee declaration form.

Role	AM Trustees and Deputy Trustees – SR2b
Requirements	Follow the Safer Appointment process SR3a ; undertake Basic Safeguarding Training SR6 before starting role and recognised safeguarding training tailored to the role (such as the NSPCC Trustee Safeguarding Training), refreshed at least every 3 years.
Responsibilities	Hold ultimate responsibility for safeguarding on behalf of the AM; ensure that the Safeguarding Policy, Procedures, and Resources are agreed by the Area Meeting in session; follow the Policy and Procedures and abide by the Code of Conduct; set aside sufficient resources for training; consider the annual report from the Safeguarding Coordinator SR9b ; review the Safeguarding Policy, Procedures and Resources annually; initiate a more comprehensive review every three years; ensure that a Safeguarding Coordinator (lead trustee for safeguarding) is appointed along with suitable Deputies as required; support the Safeguarding Coordinator and Deputies in their roles.
Your own documents	Signed Code of Conduct SR3i ; signed Trustee Declaration Form; signed Self-Declaration Form (not enhanced Disclosure) SR3e ; Training certificates.
Documents used	Training Guide SR6 ; Annual report from the Safeguarding Coordinator SR9b .

Role	Children’s Meeting Volunteers and Children’s Meeting Convenors – SR2d
Requirements	Follow the Safer Appointment process SR3a and undertake Basic Safeguarding Training SR6 before starting role, refreshed at least every 3 years.
Responsibilities	Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct; follow the Practice Guidelines SR4a and any specific local safeguarding arrangements SR4b . Keep a hard-copy Attendance Register SR3d and record any incident or injury SR4f . Report and record any possible safeguarding incidents, concerns or worries to the AM Safeguarding Coordinator SR5c . Be aware of the Local Meeting’s risk assessment for children and young people, and arrangements in place SR4g . Use appropriate Consent Forms to record that parents/responsible adults have given their permission for us to look after their children and use their images SR4c,4d,4e . The Children’s Meeting Convenor will additionally: informally review new volunteers after they have participated in a children’s meeting a few times and offer support if needed; ensure that the attendance register, consent forms and risk assessments are kept securely between meetings, and handed on to the Area Meeting Safeguarding Coordinator when no longer current; contribute to reviews on how safeguarding arrangements for children’s meetings are working SR9a .
Your own documents	Signed Code of Conduct SR3i ; Personal Details Form SR3c ; Signed Self-Declaration Form (Enhanced Disclosure SR3d ; Training certificate;
Documents used by Convenor	Training Guide SR6 ; Attendance Register SR3d ; Practice Guidelines SR4a ; Local arrangements SR4b ; Consent Forms and Incident Form SR4c-f, SR5c ; LM Annual Safeguarding Report SR9a .

Role	DBS Verifier – SR2g
Requirements	Participate in safeguarding induction SR3b ; undertake Basic Safeguarding Training SR6 before starting role, and recognised safeguarding training tailored to the role (such as the Thirtyone:eight <i>Online DBS checks and eligibility webinar</i>), refreshed at least every 3 years.
Responsibilities	Support the AM Safeguarding Coordinator across the range of their duties, focusing on elements as agreed with them; follow the Policy and Procedures and abide by the Code of Conduct; ensure that all those who work with children and young people have a Disclosure and Barring Service (DBS) ‘enhanced’ certificate; ensure that any Friend who works with adults deemed to be vulnerable has a DBS ‘enhanced’ certificate; support each individual with applying for DBS clearance SR3d and registering for the DBS Update Service within the brief time frame allowed SR7 ; notify the Local Meeting Clerk when a role-holder receives DBS clearance so that a minute of record can be made; keep a record of those with DBS clearance, their certificate number and its date; complete renewals and check updates (currently every 3 years); jointly review Local Meeting practice, reporting to trustees annually using the Local Meeting Annual Safeguarding Report SR9a .
Your own documents	Signed Code of Conduct SR3i ; Training certificates.
Documents used	Training Guide SR6 ; Self-Declaration Form (Enhanced Disclosure) SR3d ; Explaining the DBS Check and Update Service SR7 ; Local Meeting Annual Safeguarding Report SR9a .

Role	Children and Young People’s Advocate – SR2c
Requirements	Participate in safeguarding induction SR3b and undertake Basic Safeguarding Training SR6 before starting role, refreshed at least every 3 years.
Responsibilities	Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct; advocate for good practice and use of risk assessments alongside the AM Safeguarding Coordinator.
Your own documents	Signed Code of Conduct SR3i ; Training certificates.
Documents used	Training Guide SR6 .

Please refer to <http://www.wwesquakers.org.uk/safeguarding.php> for the role of the **AM Safeguarding Coordinator and Deputy Coordinator – SR2a**

What to do with Documents

- A copy of all signed documentation obtained during the nominations process (Codes of Conduct, Trustee Declaration Forms, Personal Details Forms and Self-Declaration Forms) should be given by Nominations Committee to the signatory with a copy to the AM Safeguarding Coordinator for secure retention.
- References obtained during the nomination process should be given to the AM Safeguarding Coordinator for secure retention.
- Training certificates should be kept by the recipient and a copy forwarded to the AM Safeguarding Coordinator.
- Local Meeting Clerks should hold copies of the annual safeguarding reviews submitted to Trustees.
- Children’s Meeting Convenors should hold copies of all records relating to the Children’s Meetings and should pass them on to the AM Safeguarding Coordinator for secure retention when no longer current.