

Nominations Committee — step-by-step process for nominating to roles where safeguarding needs particular consideration

All faith organisations are obliged by law to have a Safeguarding Policy and Safeguarding Procedures. Ours are in the Safeguarding section of the Area Meeting website <http://www.wwesquakers.org.uk>

Part of that obligation includes having a set of procedures for appointing to roles where safeguarding needs particular consideration. Some of these procedures are familiar, like the need for enhanced DBS checks if the role is to help with the Children's Meetings. Some are new, such as the requirement to have a basic knowledge of safeguarding and asking for references in some instances. Keeping a full record of such nominations is necessary so that the Area Meeting can demonstrate that proper care has been taken. **Please ask Friends to use black ink when filling in the forms.**

Area Meeting has identified which Local Meeting and Area Meeting nominations should follow the safer appointment procedures:

1. Children and Young People's Volunteer
2. Children and Young People's Advocate
3. Trustee and Deputy Trustee
4. Safeguarding Coordinator and Deputy Safeguarding Coordinator

The nominations process for these roles is described in the tables overleaf.

Nominations Committees should also consider whether any further role might require safer appointment due to a particular practice in the Meeting, for example, that of specifically appointing a Friend to visit a local care home or hospital. In such a case, the process should follow that of the Children and Young Person's volunteer.

A simpler process is required for a number of the other roles held by Friends. For these, there should be an induction discussion (SR3b) and basic safeguarding awareness training (SR6). The Friend should be made aware of their safeguarding responsibilities, asked to sign the Code of Conduct (SR3i) and given a copy to keep. The Local or Area Meeting minute will record that the discussion and training has taken place. These roles and related safeguarding responsibilities are:

- Pastoral Friend (SR2e)
- Elder (SR2e)
- LM/AM Clerk (SR2f for LM Clerk)
- DBS Verifier (SR2g)
- Nominations Committee (SR2h)
- Warden (no specific responsibilities)
- Lettings Manager (no specific responsibilities)

1 Children & Young People's Volunteer

Discuss the role using the induction notes to help you.	Induction notes (SR3b) Safeguarding Trifold leaflet (SR1a) Definitions & signs of abuse (SR1c) Safeguarding Responsibilities of Children's Meeting Volunteers (SR2d)
Ask the Friend for their personal details.	Personal Details Form (SR3c)
Ask the Friend to complete a self-declaration privately to give to your Meeting's DBS Verifier. First fill in the Verifier's name and contact details.	Self-Declaration Form (Enhanced Disclosure) (SR3d)
Ask the Friend to sign the Code of Conduct & give them a copy to keep.	Code of Conduct (SR3i)
Contact the referees given on the Personal Details Form. Enclose the Responsibilities & the Reference Request (or cover the same points in your own words). Check the references are satisfactory.	Safeguarding Responsibilities of Children's Meeting Volunteers (SR2d) Reference Request (SR3f)
Ask the Friend to do basic safeguarding training (SR6).	
Once DBS clearance is obtained, references have been received, and basic training has taken place, bring name forward for appointment "subject to 3 month probationary period or 3 children's meetings whichever is longer".	
Give the Personal Details Form, References, and signed copy of the Code of Conduct to the AM Safeguarding Coordinator for retention.	

2 Children & Young People's Advocate

Follow the same procedure as above, substituting Safeguarding Responsibilities of Children & Young People's Advocate.

3 Trustee and Deputy Trustee

These roles are not directly involved with children and do not involve working with adults at risk of abuse. However, Trustees are responsible for implementing our safeguarding policy and we should check that there would be no cause for concern were they to be in close contact with or have responsibility for children or adults at risk.

Ask the Clerk to Trustees for the current version of the Trustee Role Description and Trustee Declaration Form (these are wider-ranging documents not simply associated with safeguarding).	Trustee Role Description Trustee Declaration Form
Discuss safeguarding, using the induction notes to help you.	Induction notes (SR3b) Trifold Summary Leaflet (SR1a) Safeguarding Responsibilities of Trustees (SR2b) Definitions & signs of abuse (SR1c)
Ask the Friend to complete the Trustee Declaration Form. Keep a copy.	
Ask the Friend to complete a self-declaration (not enhanced disclosure) privately to give to your Meeting's DBS Verifier. First fill in the Verifier's name and contact details.	Self-Declaration Form (not enhanced Disclosure) (SR3e)
Ask the Friend for two referees, one external and one Quaker. Contact each, using the Trustee Reference Request covering letter & enclosing the Trustee Reference Request & Trustee Role Description.	Trustee Reference Request covering letter (SR3h) & Trustee Reference Request (SR3g) Trustee Role Description (SR2b)
Ask the Friend to sign the Code of Conduct & give them a copy to keep.	Code of Conduct (SR3i)
Ask the Friend to do basic safeguarding training (SR6).	
Once DBS Verifier has a signed self-declaration, satisfactory references have been received, and basic training has taken place, bring name forward for appointment.	
Give the Trustee Declaration Form, References, and signed copy of the Code of Conduct to the AM Safeguarding Coordinator for retention.	

4 Safeguarding Coordinator and Deputy Safeguarding Coordinator

These roles are not directly involved with children and do not involve working with adults at risk of abuse. However, these role-holders take the lead in implementing our safeguarding policy and we should check that there would be no cause for concern were they to be in close contact with or have responsibility for children or adults at risk.

If the role is to be held by a trustee, then the trustee appointment steps should be followed. The Friend should also be given Responsibilities of Safeguarding Coordinator & Deputies (SR2a).

Discuss safeguarding, using the induction notes to help you.	Induction notes (SR3b) Trifold Summary Leaflet (SR1a) Responsibilities of Safeguarding Coordinator & Deputies (SR2a) Definitions & signs of abuse (SR1c)
Ask the Friend for their personal details.	Personal Details Form (SR3c)
Ask the Friend to complete a self-declaration (not enhanced disclosure) privately to give to your Meeting's DBS Verifier. First fill in the Verifier's name and contact details.	Self-Declaration Form (not enhanced Disclosure) (SR3e)
Ask the Friend for two referees, one external and one Quaker. Contact each, based on a modified Trustee Reference Request covering letter & Trustee Reference Request. Also enclose Responsibilities of Safeguarding Coordinator & Deputies	Trustee Reference Request covering letter (SR3h) & Trustee Reference Request (SR3g) both modified by Clerk to the Trustees Responsibilities of Safeguarding Coordinator & Deputies (SR2a)
Ask the Friend to sign the Code of Conduct & give them a copy to keep.	Code of Conduct (SR3i)
Ask the Friend to do basic safeguarding training (SR6).	
Once the DBS Verifier has a signed self-declaration, satisfactory references have been received, and basic training has taken place, bring name forward for appointment.	
Give the Personal Details Form, References, and signed copy of the Code of Conduct to the AM Safeguarding Coordinator for retention.	