

## Nominations Committee — Induction notes to guide discussion with a Friend who may be nominated to a role where safeguarding needs particular consideration

*These notes are written as guidance for the Nominations Committee Friend (you) who will talk to the Friend who might undertake the role (the nominee). The nominee may be learning about safeguarding for the first time or may already be familiar with it. Even if they have professional experience, the Quaker context may be different, so the discussion will still be worthwhile.*

1. Explain that safeguarding guidelines apply to everyone in our Quaker community, since anyone can potentially become vulnerable, and we all carry responsibility for ensuring safe and respectful relationships.
2. Outline how, in our Quaker communities, we come into contact with those whose age or circumstances might make them more vulnerable to abuse. Like other faith organisations, our Meetings are the sort of place where someone being abused might look for a friendly person to confide in. We would want help in such circumstances by knowing what to do and being ready and able to act.
3. Hand out *Safeguarding* (summary trifold leaflet, SR1a) and go through the basic points on the leaflet. Make sure the nominee understands that they are obliged **to act** if they are concerned. If the concern is due to someone disclosing an abusive situation, then a record of what the person said should be made at the time, or as soon as possible afterwards. Knowing who to contact is important. Contact details for Quakers and for external organisations are set out in the leaflet. The Local Meeting should have a poster on display showing contact details too.
4. The leaflet gives only a very brief definition of abuse. Recognising signs of abuse is fully described in *Definitions and Signs of Abuse* (SR1c) in the Safeguarding section of the Area Meeting website [www.wwesquakers.org.uk](http://www.wwesquakers.org.uk). Offer to send this to the nominee for reading afterwards or give them a hard copy if that is more helpful.
5. Explain that educating ourselves about safeguarding using the leaflet and the website is all part of the process of raising our awareness. Make it clear that, if the Friend's nomination goes ahead, then they will be asked to do some safeguarding training (Quaker-run or external) at the start of their appointment and periodically afterwards.
6. Apart from raising awareness, we also must consider how best to protect those whose age or circumstances might make them more vulnerable to abuse. Part of the duties laid upon faith organisations is taking care when appointing people to roles where safeguarding is a significant concern. Explain that this means keeping a record of the nominee's personal details and asking them to name two referees, one Quaker and one non-Quaker, for us to follow up. If the nominee is volunteering with children,

they must consent to having a criminal records check. Once appointed, the nominee will be asked to sign a Code of Conduct.

7. Please draw the nominee's attention to our Area Meeting's Safeguarding Policy and Safeguarding Procedures & Resources, in the Safeguarding section of the website. Ask them to read the Policy (3 pages) online or give them a hard copy. Tell them that the Procedures show how the Policy has been applied to our Area Meeting.