

Local Meeting Annual Safeguarding Report to AM Trustees

Annually, the safeguarding practice within each Local Meeting is reviewed by the Local Meeting Clerk(s), Local Meeting Convenor of Children's Committee, and the local Convenor of Overseers, or their equivalents. This report is sent to the AM Safeguarding Coordinator, who then reports to Trustees.

Local Meeting: _____ Date _____

Those completing the review:

		Yes /No	Comments? Difficulties? Successes?
1	Is the AM Safeguarding Policy available to everyone involved in working with children, young people and adults at risk? How? On a website?		
2	Are copies of <i>Safeguarding – summary trifold leaflet</i> (SR1a) available?		
3	Is the safeguarding poster (SR1b) on display for adults and children to see, along with the Policy?		
4	Do you follow the safer appointments procedure (SR3a) for volunteers and employees who work with children and young people or adults at risk? This includes role descriptions, personal details form, self-declarations, interviews, references, DBS checks (where eligible) and checking relevant qualifications (rarely needed).		
5	Have all relevant role-holders received the safeguarding induction (SR3b)?		
6	Have all relevant role-holders received the recognised safeguarding training (SR6)? - comment on any gaps.		
7	Do you follow the guidance (SR4a) to always have at least two DBS-checked adults with any group of children or young people?		
8	Have you an up to date risk assessment (SR4g) for your children and young people's activities?		

Safeguarding Procedures and Toolkit

		Yes /No	Comments? Difficulties? Successes?
9	Do you use the practice guidelines (SR4a), any agreed local arrangements for your Local Meeting (SR4b) and the guidance in Thirtyone:eight's online manual?		
10	Do you use Information and Consent forms about each child and young person (SR4c) Consent forms for off-site activities (SR4d)? Image consent forms (SR4e)?		
11	Does your Meeting have any known offenders involved in the life of the Meeting? How many?		
12	Are there any written contracts currently in place with offenders, alleged offenders and others deemed as posing a risk? How many?		
13	Have there been any safeguarding concerns in your Meeting during the year? How many?		
14	Were they responded to in accordance with the policy?		
15	Have there been any safeguarding allegations made against a member or attender or staff member during the year? How many?		
16	Has your Meeting had the resources to fulfil safeguarding requirements? What was missing? What would help?		
17	Has your Meeting been in direct contact with the AM Safeguarding Coordinator during this year to consider policy or procedures?		
18	Are there any issues you want to raise regarding safeguarding practice?		

Thank you very much for completing this form. The information provided will help us to support you in carrying out your vital role of safeguarding all children and adults from harm, abuse or neglect.