



# Safeguarding Procedures and Toolkit

## Peacemakers

Agreed by Area Meeting Trustees on	7 February 2023 Minor accuracy updates made subsequently Oct 2023 agreed with Sarah Barker, Principle Officer
Name signed by (Clerk of Trustees)	Gill Smith
Date for next annual review by Trustees	2024
The role-holder responsible for starting the next review	AM Safeguarding Coordinator

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## 1. Who we are

### Peacemakers

Address:	Peacemakers, 41 Bull Street, Birmingham B4 6AF
Email:	info@peacemakers.org.uk
Phone:	0121 236 4796
Website:	www.peacemakers.org.uk
Charity number:	224571
Company number:	Not applicable
Denomination:	This charity is a branch of Central England Area Meeting which is a part of Britain Yearly Meeting of the Religious Society of Friends (Quakers). See: <a href="http://www.quaker.org.uk/our-organisation/safeguarding">www.quaker.org.uk/our-organisation/safeguarding</a>
Regulators:	The Charity Commission
Insurance company:	Edwards Insurance Brokers, Stourbridge Road, Meriden CV7 7IJ

## 2. Our Commitment

Our procedures and processes represent our commitment to safeguarding put into practice. Peacemakers is committed to:

- Promoting a safer environment and culture
- Using good practice procedures and guidelines, following national legislation and regulations, and inter-agency procedures
- Safely appointing, training and supporting all those with any responsibility related to children, young people and adults at risk
- Supporting our Safeguarding Lead, and the Central England Area Meeting Charities' Safeguarding Co-ordinators and Deputies in their work and in any action they take in order to protect children, young people, and adults at risk
- Practising effective risk-management in response to those that may pose a present risk to others
- Responding promptly to every safeguarding concern or allegation
- Prevention
- Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those we work with, we adhere to the following UN Conventions in respect of children and adults as our starting point regarding definitions of abuse:

### ***UN Convention on the Rights of the Child, Article 19:***

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

### **UN Universal Declaration of Human Rights (which relates to adults and children) with particular reference to Article 5:**

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

## 3. Definitions, signs, and indicators of abuse

Detailed definitions, signs and indicators for children and adults can be found in the Toolkit, Section B.

In summary, these include:

Child abuse: physical abuse, sexual abuse, emotional abuse, grooming, neglect, child sexual exploitation and extremism.

Adult abuse: physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect.

### **4. Safer Appointments**

Peacemakers will follow established good practice in appointing volunteers and staff safely. (The term 'worker' is used in this document to refer to staff and volunteers.) This aspect of prevention is used by all organisations with reliable safeguarding arrangements to reduce risks of abuse.

For these roles we will:

- hold discussions about attitudes to safeguarding;
- publish role descriptions;
- request personal details forms, references and self-declarations;
- manage a review period of ongoing support and
- follow a robust process of criminal record checks (DBS) where the role is eligible (according to the government guidance).

Qualifications will be verified where relevant (normally only needed for employed staff).

Each worker will be given a copy of the organisation's safeguarding policy and accompanying procedures document and will know how to report concerns.

Each worker will agree to abide by the code of conduct (toolkit section C).

Each worker will have a suitable training programme.

If a worker is outside the UK or has recently been living in another country, background checks (certificates of good conduct) and references from the home country/previous country of residence will be obtained.

### **5. Safeguarding Training**

Peacemakers is committed to providing learning and training opportunities for all workers (including volunteers), and developing a culture of awareness of safeguarding, to help protect everyone. It is good practice to develop a consistent approach to induction and training for all volunteers and staff.

#### **Levels of Training**

See also **A.5 of the Toolkit** for the *at-a-glance Training Guide* for guidance on requirements for different roles.

A *Safeguarding Induction* will be given to all who have regular interaction with children, young people and vulnerable adults, although discretion should be used if they are already suitably experienced and trained. This should be refreshed at least annually. Safeguarding Induction refresher training includes:

- understanding what abuse is and how to recognise the signs
- the overall framework of responsibility, communication and support
- the safeguarding practice set out in this policy
- any local arrangements in place
- how to respond to a disclosure (Section 5)
- how to raise an alert about a concern (Section 5)
- receiving a copy of the Safeguarding Policy
- being asked to read Safeguarding Procedures & Toolkit
- signing the code of conduct

Every three years all who have regular interaction with children, young people and vulnerable adults should undertake formal recognised training, such as that provided by the NSPCC or 31:8.

The Peacemakers Safeguarding Lead will have *Safeguarding Induction* training refreshed annually plus further training with elements tailored to their role at least every 3 years.

### **6. Safeguarding awareness and accessibility of information**

The Peacemakers office will display the poster in Toolkit section A so it can be easily seen by all. This gives everyone a clear message that safeguarding is a priority and who to contact. The Safeguarding Policy document will also be displayed.

The *Peacemakers Safeguarding Policy* and *Safeguarding Procedures and Toolkit* will be available on the Peacemakers website. Placing these documents on a website makes them accessible and open and makes the information and forms readily available.

### **7. Practice Guidelines**

We undertake to follow the principles found within Keeping Children Safe in Education issued by the Department of Education. This is included in our code of conduct. All adults in roles which involve contact with children, young people and adults at risk are considered to be in positions of trust.

We seek to operate and promote good working practices so we can run activities safely and develop good relationships. This helps to minimise the risk to vulnerable groups and also the risk to those in positions of responsibility by reducing the likelihood of

unfounded or malicious allegations against them. We take advice from safeguarding agency Thirtyone:eight about good practice.

Our practice guidelines are made up of two parts:

- a) A general code of conduct for workers (including volunteers) - Toolkit section C
- b) Good practice guidelines for the activities we are involved in – Toolkit section D

## **8. Working in partnership**

### **Partners we work with**

Within the range of organisations we work with there can be great variation in practice when it comes to safeguarding children, young people and adults. Where we work in partnership with other organisations, we will therefore have clear guidelines regarding our expectations of those organisations, whether in the UK or abroad. We will discuss with all partners our safeguarding expectations and where appropriate have a partnership safeguarding agreement.

### **Schools**

- Schools have robust procedures for safeguarding as set out in the Department for Education's document Keeping Children Safe in Education. All staff will read Part 1 of this document to understand their role in keeping children safe. We will always work with the procedures set out by each school, reporting any concerns to the school's designated safeguarding lead, as well as our own Peacemakers Safeguarding Lead.

### **Other Organisations**

- We will seek to understand the organisation's safeguarding procedures and report any concerns to a senior member of staff, as well as our own Peacemakers Safeguarding Lead.

### **Central England Area Meeting**

- Peacemakers reports annually to Central England Area Meeting Charities

### **Britain Yearly Meeting**

- The Area Meeting will report annually to Britain Yearly Meeting.

### **Thirtyone:eight**

- The Area Meeting is a member of Thirtyone:eight and will seek specialist advice from it whenever necessary.

### **Communication**

We believe good communication is essential in promoting safeguarding to those we wish to protect, to everyone involved in working with children, young people and adults,



and to all those with whom we work in partnership. This safeguarding document is just one means of promoting safeguarding. Our expectations around communication between role-holders/workers/volunteers and children, young people and adults are set out in our Code of Conduct (toolkit section C).

We use the guidance in the Thirtyone:eight Safeguarding Manual Standard 6: <https://thirtyoneeight.org/get-help/safeguarding-manual/england/6-communicating-safely/>

## 9. Responding to concerns or allegations of abuse

### The 5Rs of Responding

The 5Rs are a useful way to remember the steps of the process when handling a disclosure. They are:

#### Receive

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without judgement.
- Take it seriously.
- Let the person tell their story and don't push for information.
- Do not ask leading questions.

#### Reassure

- Reassure them that they are right to disclose.
- Explain that you will have to pass their information to the Safeguarding Lead, who will make sure the matter is dealt with appropriately.

#### Recognise

- Be alert to signs and symptoms of abuse.

#### Respond

- Emphasise to the individual that they have done the right thing in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, or someone might be at risk, you will need to tell someone.
- Use open questions (e.g. use phrases like 'tell me about..', or 'explain to me...')
- Avoid closed questions (i.e. those that can be answered 'yes' or 'no'.)
- Do not investigate, interrogate or decide if they are telling the truth.
- Tell them what you will do with the information they have shared and that they will be kept informed.

## Refer

Report concerns as soon as possible. If you are working in a school, report your concerns to a Designated Safeguarding Lead (DSL). Report this also within 24 hours directly to the **Peacemakers Safeguarding lead: Heather Rowlands** Tel: 07548 332 677

If Heather is unavailable, please contact one of the following:

**Central England Area Meeting Safeguarding Coordinator:** Patricia Bradbury: 07966 912278

**Central England Area Meeting Deputy Safeguarding Co-ordinators:** Carole Pannell: 07798 517698

## Immediate next steps

Make sure the child or adult involved is safe right now. If you think someone is in immediate danger, do not delay – call the police on 999 straight away.

Make a written record of what you have been told, and who told you, as soon after the event as possible, ideally on the form in toolkit section E. Sign it, with your name, date and time. Keep your record safely, along with your original notes.

## 10. Reporting a concern or allegation

See Flowcharts in the toolkit section E.

- If you think someone is in immediate danger, do not delay – call the police on 999 straight away and then inform the Peacemakers Safeguarding Lead.
- If you are in a school or other organisation, use their safeguarding procedures to report your concerns – this is usually a conversation with the Designated Safeguarding Lead (DSL) and then inform the Peacemakers Safeguarding Lead.
- Otherwise, you should report concerns directly to the Peacemakers Safeguarding Lead as soon as possible and in any case within 24 hours.
- Do not investigate. Under no circumstances should a volunteer role-holder or employee carry out their own investigation into an allegation or suspicion of abuse. This could increase the potential harm to the person at risk and contaminate evidence. Instead, follow the procedures below.

The *Safeguarding Coordinator* is appointed by the Area Meeting to:

- act on its behalf in dealing with the allegation or suspicion of abuse.
- collate and clarify the precise details of the allegation or suspicion.
- record them on the Safeguarding Coordinator's form in the toolkit section E.
- refer the matter to the statutory agencies who have the legal duty to investigate where appropriate.
- Request advice from Thirtyone:eight if necessary.

## **Raising concerns directly with the Statutory Authorities**

While allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead, Area Meeting Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight. However, Peacemakers hopes that staff will use our internal procedure in non-urgent cases. If, however, the individual with the concern feels that the school, organisation or Safeguarding Lead has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement, we demonstrate our commitment to effective safeguarding and the protection of all those who are vulnerable.

The Safeguarding Lead should be notified in all cases, even if they were not available initially.

If the Safeguarding Lead is implicated in your concern, you should contact one of the other named individuals.

## **11. Sharing information**

It is not a breach of confidentiality to seek advice and guidance from the Safeguarding Coordinator. The General Data Protection Regulations (GDPR) and Data Protection Act 2018 are not barriers to justified information-sharing, particularly where a child's welfare is concerned.

The Safeguarding Lead or Coordinator may need to inform others depending on the circumstances and/or nature of the concern, such as the Local Authority Children's or Adult Services and a referral may need to be made. Advice may also be sought in confidence from Thirtyone:eight.

If it is suspected that a criminal offence has been committed, the police must be informed.

If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. They will then determine whether and what information should be passed to:

- the Charity Commission (as a serious incident),
- the area meeting's insurers (because of possible legal action),
- other Trustees (because of wider implications).

If allegations have been made about a person who holds any **position of trust** in relation to children and young people under the age of 18, the Designated Officer of the local authority (formerly LADO) must be informed.

If allegations have been made about a person who holds a position of trust in relation to an adult, the Local Adult Safeguarding Board should be informed.

If, after a statutory investigation/enquiry is complete, a referral to the Disclosure and Barring Service needs to be considered, the statutory authorities will provide guidance.

### **Limitations to sharing information**

Suspicions or incidents must not be discussed with anyone other than those named above plus the Peacemakers' Director and Central England Quakers' Principal Officer as appropriate. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

## **12. Storing and Retaining Records**

See toolkit section A.2

## **13. Detailed procedures in respect of children and adults**

### **Allegations of physical injury, neglect or emotional abuse of a child:**

If a child has a physical injury without a satisfactory explanation, a symptom of neglect or there are concerns about emotional abuse, the School or Organisation's Designated Safeguarding Lead (DSL) will

- Seek medical help if needed urgently, informing the medic of any suspicions.
- Contact the local authority Safeguarding Children team for advice on what further action should be taken.
- Avoid telling parents or carers unless advised to do so by the local authority Safeguarding Children team. This is to avoid evidence being destroyed, perpetrators being alerted or people being silenced with threats or other coercion.

### **Allegations of sexual abuse of children, young people or adults at risk**

In the event of allegations or suspicions of sexual abuse, the School or Organisation's Designated Safeguarding Lead (DSL) will:

- Contact the local authority team responsible for Safeguarding Children, or the police, directly.
- They will NOT speak to the parent/carer or anyone else to avoid evidence being destroyed, perpetrators being alerted or people being kept silent with threats or other coercion.

### **Concerns about abuse of adults**

If there is concern, suspicion or an allegation of abuse or harm of an adult, including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse, the Peacemakers Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury, contact the emergency services, informing them of any suspicions.
- Contact the local authority team who have responsibility for Safeguarding Adults. Alternatively, contact Thirtyone:eight for advice.

### **Scope of safeguarding responsibility in regard to adults**

The Care and Support Statutory Guidance states that the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)...and
- is experiencing, or at risk of, abuse or neglect...and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

If an adult does not have care and support needs (and is not a carer for an adult with care and support needs) then there is no duty to refer concerns of abuse to the local authority, but of course cases should be referred to appropriate agencies according to the circumstances. If in doubt, advice should be sought from the local authority or Thirtyone:eight.

The Care Act places the duty upon Adult Services to investigate situations of harm or risk of harm to adults with care and support needs (or carers of adults with care and support needs). This may result in a range of options including: action against the person or organisation causing the harm, increasing the support for the carers, or no further action if the person at risk of harm does not want further action to be taken and they have the mental capacity to make this decision. This is a decision for Adult Services to decide following assessment, not Peacemakers or area meeting.

Adults without care and support needs can still experience abuse and may need support and pastoral care. Peacemakers and the Area Meeting takes any form of abuse seriously. Therefore, concerns about an adult who does not have care and support needs should still be reported to the Safeguarding Lead unless the adult objects and there is no-one else at risk.

### **14. Spiritual abuse**

If there is a concern about spiritual abuse, the Safeguarding Coordinator will:

- Contact Thirtyone:eight and follow the advice given.
- Identify support services for the victim e.g. counselling or other pastoral support if they want these.

### **15. Allegations against people in a position of trust**

#### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a children/young people's worker (whether a volunteer, freelancer or paid member of staff) whilst following the procedure outlined above, the Peacemakers Safeguarding Lead in consultation with the Area Meeting Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Make a referral to a designated officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Liaise with the LADO with regard to what immediate action must be taken to remove the risk to the child and others; this may include immediate suspension of the alleged perpetrator.
- Following full investigation by the statutory authorities, undertake an assessment with regards to making a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults at risk. Advice should be sought from Thirtyone:eight regarding this matter and the decision should be informed by the Designated Officer (LADO) if they are involved.

### **Allegations of abuse against a person who works with adults at risk**

The Peacemakers Safeguarding Lead, in consultation with the Area Meeting Safeguarding Coordinator, will:

- Liaise with Adult Services in regard to considering the suspension of the worker.
- Make a referral to the local authority. There is no Designated Officer role in Adults' Services, but the local authority still has a duty to consider concerns about people working in positions of trust with adults in a paid or voluntary capacity.
- Following full investigation by the statutory authorities, undertake an assessment with regards to making a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults at risk. Advice should be sought from Thirtyone:eight regarding this matter and the decision should be informed by the Designated Officer (LADO) if they are involved.

## **16. Annual Review**

Our safeguarding practices will be reviewed annually by:

- the Finance and People sub-committee convenor;
- the Peacemakers Safeguarding Lead and DBS Verifier(s);
- the Area Meeting Deputy Safeguarding Co-ordinator.

They will report in the Annual Safeguarding Report to Area Meeting Trustees using a form from the Toolkit which asks key questions about Peacemakers practice and can provide assurances to trustees. Trustees will consider and review the policy,

## Safeguarding Procedures and Toolkit

procedures and actual practice, assisted by a report from the Area Meeting Safeguarding Coordinator and any additional information from Britain Yearly Meeting and Thirtyone:eight. There will be a more comprehensive review every three years.

Britain Yearly Meeting will publish any updates to the model *Safeguarding Policy* and *Safeguarding Procedures and Toolkit* for Area Meetings; this will normally be in January (from 2022 onwards) and will be based on new legislation, best practice and/or advice from Thirtyone:eight.

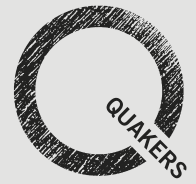
The Area Meeting Safeguarding Coordinator (with Deputies, if appointed) will review:

- The annual safeguarding reports
- practice that they are aware of
- the safeguarding training needs and opportunities
- incidents and intelligence during the year
- the updates from Britain Yearly Meeting
- whether any amendments are needed to the above-mentioned Area Meeting safeguarding documents.

The Area Meeting Safeguarding Coordinator will report on these matters to Area Meeting Trustees who will consider and review the Policy and Procedures documents and actual practice.

At least once every three years:

Trustees will initiate a more comprehensive review, including discussions with Peacemakers and a review of the policy and procedures aided by the model policy documents published by Britain Yearly Meeting.



# Safeguarding Toolkit

## Central England Area Quaker Meeting

Agreed by Area Meeting Trustees on	7 February 2023  Minor accuracy updates made subsequently Oct 2023 in agreement with the CEAQM Principal Officer
Name signed by (Clerk of Trustees)	Gill Smith
Date for next annual review by Trustees	2024
The role-holder responsible for starting the next review	AM Safeguarding Coordinator



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## A General

### A.1 Responsibilities of Key Roles

#### 1.1.1 Key Roles

- **Area Meeting Trustees** – responsible for safeguarding on behalf of the Central England Area Meeting Charities
- **Area Meeting Safeguarding Co-ordinator** – one of the Trustees
- **Peacemakers Safeguarding Lead** – usually the Director
- **Peacemakers Management Committee Safeguarding Support**

#### 1.1.2 Responsibilities of Area Meeting Trustees

##### General

- Hold ultimate responsibility for safeguarding on behalf of the Area Meeting.
- Agree the Safeguarding Policy and Procedures
- Follow the Policy and Procedures and abide by the Code of Conduct.
- Set aside sufficient resources for training.

##### Reports and reviews

- Consider the annual report from the Safeguarding Coordinator, and annually review the Area Meeting's safeguarding policy, procedures and practice.
- Initiate a more comprehensive review every three years.

##### Roles

- Ensure that a Safeguarding Coordinator (lead trustee for safeguarding) is appointed along with a suitable Deputy/ies if required.
- Support the Safeguarding Coordinator and Deputies in their roles.

##### Training and development

- Have *Safeguarding Induction* and *Basic Safeguarding Training* at the start of the role and recognised safeguarding training tailored to their role (such as the NSPCC Trustee Safeguarding Training), refreshed at least every 3 years.

#### 1.1.3 Clerk of Trustees, in addition:

- If any reference has been made to statutory authorities, the Clerk of Trustees should be informed. The Clerk of Trustees will then determine whether and what information should be passed to:
  - the Charity Commission (as a serious incident),
  - the Central England Area Meeting's insurers (because of possible legal action),
  - and other Trustees (because of wider implications).

#### **1.1.4 Responsibilities of the Peacemakers Safeguarding Lead in consultation with the Area Meeting Safeguarding Coordinator/deputies**

##### General

- Support Peacemakers in maintaining a culture of safety.
- Follow the Safeguarding Policy and Procedures and abide by the Code of Conduct.
- Seek and follow advice and guidance from Thirtyone:eight, Britain Yearly Meeting and statutory child and adult safeguarding services.
- Advise management committee and trustees on safeguarding issues.

##### Safeguarding incidents

- Be vigilant in recognising safeguarding issues.
- Be the first point of contact when someone has concerns about the possible abuse of a child or young person or of an adult with care and support needs.
- Act on behalf of Peacemakers in dealing with the allegation or suspicion of neglect or abuse, collating and clarifying the precise details of the allegation or suspicion, and recording them on the form. Pass this information to statutory agencies who have the legal duty to investigate where appropriate, and inform the Clerk of Trustees.
- Ensure that if an incident happens, arrangements are made to support everyone affected, and liaise with outside organisations that become involved.
- Liaise with statutory authorities as appropriate and in accordance with the Policy and Procedures.

##### Administration

- Prepare an annual Safeguarding Report for Trustees.
- Seek discernment and agreement from Management Committee for annual updates to the Safeguarding Policy and Procedures.
- Keep confidential records on Safeguarding issues that arise, storing and retaining it in line with the Policy and Procedures.

##### Training and development

- Have a *Safeguarding Induction* at the start of the role and recognised safeguarding training tailored to their role (such as the 31:8 Safeguarding for Coordinators and Leads course), refreshed at least every 3 years.
- Keep up to date with national and local statutory safeguarding policy and procedures.
- Jointly review safeguarding practice, reporting to trustees using the form annually.

#### **1.1.5 Responsibilities of the DBS Verifier**

This role is often fulfilled by the Peacemakers Safeguarding Lead but may be undertaken by someone else.

- Have a *Safeguarding Induction* at the start of the role and recognised safeguarding training tailored to their role (such as the 31:8 *Online DBS checks and eligibility webinar*), refreshed at least every 3 years
- Follow the Policy and Procedures and abide by the Code of Conduct.
- Ensure that all volunteers and employees who work with children and young people have a Disclosure and Barring Service (DBS) 'enhanced' certificate.
- Support each individual with applying for DBS clearance and registering for the DBS Update Service.
- DBS certificates from an employer or another voluntary organisation are not transferrable.
- Encourage Friends to join the DBS Update Service (free for volunteers), giving their consent to allow the meeting to access their certificate, instead of needing to apply for a new check each time. Explain there is a short period of time after they receive their certificate in which they can join.
- Complete renewals / check updates (currently every 3 years).
- Jointly review practice, reporting to trustees using the form annually.

### **1.1.6 Responsibilities Appointment Committees (with regard to safeguarding)**

- Follow the Policy and Procedures and abide by the Code of Conduct.
- Keep records of all documents including personal details, two references and DBS clearance – the certificate number and date, not the certificate itself related to the appointment of each volunteer or employee in a secure place.
- Carefully consider the suitability of an individual for certain roles.
- Ensure that the safer recruitment practices are used for the roles that require them.

# Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.

If you have any concerns about the safety or welfare of a child or vulnerable adult you can speak to our:

## **Peacemakers Safeguarding Lead: Heather Rowlands**

**Contact Details: 07548 332 677**

## **Area Meeting Safeguarding Coordinator: Patricia Bradbury**

**Contact details: 07966912278**

Area Meeting Deputy Safeguarding Coordinator: Carole Pannell

Contact details: 07798517698

They have been appointed by Quakers to respond to any safeguarding concerns.

*If there is immediate risk or danger, contact the police on 999*

*For urgent or independent advice, call Thirtyone:eight on 0303 003 1111*

Our safeguarding policy is available on request and on our website: [www.peacemakers.org.uk](http://www.peacemakers.org.uk)

## **Other useful contacts**

Childline

NSPCC

Stop It Now! Child sexual abuse helpline

Action on Elder Abuse

National Domestic Violence Helpline

National Association for People

Abused in Childhood (NAPAC)

0800 1111

0808 800 5000

0808 1000 900

0808 808 8141

0808 2000 247

0808 801 0331



## **A.2 Storing and retaining records**

### **2.1 Records**

A record will be kept of all events that take place at which children and young people are supervised by adult volunteers, which will include:

- a. The names of all adults and children present
- b. The place
- c. The date
- d. Any incidents of concern or injuries etc.

Staff, freelancer and volunteer personal details forms or application forms, references, DBS details and any other relevant records will be retained confidentially by the Peacemakers Safeguarding Lead.

Any material, including reports and logs, reviews, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals or organisations who may have been involved in, or have knowledge of abuse, will be retained confidentially by, or on behalf of, the Area Meeting Safeguarding Coordinator.

### **2.2 Secure Storage**

Information will be securely stored, and the Area Meeting Safeguarding Coordinator informed. A minimum is that records will be kept in a locked drawer or cabinet.

### **2.3 Period of retention**

Peacemakers will keep records indefinitely (for at least 100 years) because the limitation period for proceedings brought by or on behalf of children does not normally start to run until they reach the age of 18.

This retention period is based on the lifetime of a person. It was recently changed to 100 years by the National Archives as people are living longer.



### A.3 Peacemakers Annual Safeguarding Report to Area Meeting Trustees

Annually, the safeguarding practice within Peacemakers is reviewed by the Peacemakers Management Committee Safeguarding Support and the Safeguarding Lead. This report is sent to the Area Meeting Safeguarding Coordinator, who then reports to Trustees.

Date \_\_\_\_\_

Those completing the review: \_\_\_\_\_

		Yes /No	Comments? Difficulties? Successes?
1	Is the full safeguarding policy available to everyone involved in working with children, young people and adults at risk? How? On a website?		
2	Is the safeguarding poster on display for adults and children to see, along with the policy summary?		
3	Do you follow the safer recruitment procedure, 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. (Section 3.3)		
4	Have all relevant role-holders received the safeguarding induction set out in the policy? (Section 3.4.2)		
5	Have all relevant role-holders received the recognised safeguarding training set out in the policy? (Section 3.4.3) - Comment on any gaps.		
6	Do you follow the guidance to always have at least two DBS-checked adults with any group of children or young people? (Appendix D1)		NB for most Peacemakers work a member of school/organisation staff will be present or within earshot of any Peacemakers staff.
7	Have you an up-to-date risk assessment for your children and young people's activities? (Appendix D7)		NB this is only relevant for Peacemakers activities not hosted by a school or other organisation
8	Do you use the practice guidelines in the policy and procedures?		
9	Do you use general information and consent forms about each child and young person? consent forms for off-site activities? image consent forms?		NB only required for activities not hosted by a school or another organisation
10	Have there been any safeguarding concerns in Peacemakers during the year? How many?		

## Safeguarding Procedures and Toolkit

		Yes /No	Comments? Difficulties? Successes?
11	Were they responded to in accordance with the policy?		
12	Have there been any safeguarding allegations made against a staff member during the year? How many?		
13	Has Peacemakers had the resources to fulfil safeguarding requirements? What was missing? What would help?		
14	Has Peacemakers been in direct contact with the Area Meeting Safeguarding Coordinator during this year to consider policy or procedures?		
15	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.

**A.4 At-a glance Training Guide**

<b>Role Name</b>	<b>Induction Training</b>	<b>Role-specific Training</b>
<b>Role involving contact with children/adults at risk</b>	Yes	No
<b>Area Meeting Safeguarding Coordinator Trustee &amp; Deputy</b>	Yes	Yes
<b>Area Meeting Trustees</b>	Yes	Yes
<b>Peacemakers Safeguarding Lead and DBS Verifier</b>	Yes	Yes
<b>Management Committee Safeguarding Support</b>	Yes	No

## B Definitions and Signs of Abuse

*This section provides more detailed definitions and information about abuse. They contain essential reference information.*

### B.1 Definitions of child abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger; for example, via the internet. They may be abused by an adult or adults, or another child or children.

**Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or

development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **B.1.1 Child sexual exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

### **B.1.2 Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

*Government guidelines include 'extremism' as a safeguarding risk category. Quakers in Britain have minuted and spoken out against the inclusion of nonviolent extremism within this definition, and against the application of the wider Prevent counter-extremism strategy. Our concerns include:*

- *The conflation of violence and nonviolence.*
- *The apparent perception that nonviolent action is a precursor to or risk of violence, which is a direct challenge to the Quaker commitment to nonviolent social change.*
- *The disproportionate engagement of Prevent with Muslims, in a way that can be considered discriminatory, and the damage this is having on interfaith relations (as identified by the Quaker Committee for Christian and Interfaith Relations in their document Quakers and Other Faiths in 2012).*
- *The drawing of teachers, health workers, landlords and others into duties to report concerns about extremism, which contributes to the 'securitisation' of society, where everything is seen in terms of threats and the need to secure ourselves against them. Part of our peace campaigning and peace education work is to resist the securitisation and militarisation of society in all its forms.*

*Friends wishing to view the government guidelines can find them here:*

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

### **B.1.3 Further definitions**

This is not an exhaustive list. Further definitions of abuse can be found here:

<https://thirtyoneeight.org/get-help/safeguarding-manual/infocus/further-definitions-of-abuse-children/>

More information is available in the Thirtyone:eight **Safeguarding Manual Section 7: Responding to Concerns**: <https://thirtyoneeight.org/get-help/safeguarding-manual/england/7-responding-to-concerns/>

## **B.2 Signs of abuse in children**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### **B.2.1 Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

### **B.2.2 Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

### **B.2.3 Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### **B.2.4 Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming.

### **B.3 Definitions of adult abuse**

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.



**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

### **B.4 Signs of abuse/neglect in adults**

#### **B.4.1 Physical abuse**

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

#### **B.4.2 Domestic violence**

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital
- Mutilation.
- Note the age range for domestic abuse is extended to 16- and 17-year-olds

#### **B.4.3 Sexual abuse**

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety

- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

### **B.4.4 Financial or material abuse**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

### **B.4.5 Modern slavery**

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early/late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

### **B.4.6 Discriminatory abuse**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality, or other protected characteristics
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

### **B.4.7 Organisational Abuse**

- Low self-esteem; withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

### **B.4.8 Neglect and acts of omission**

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

### **B.4.9 Self-neglect**

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

## **C Safer Recruitment/Appointments**

Safer Recruitment good practice will be followed including:

- All roles – whether paid, voluntary or freelance – will have a role specific job description
- All application forms will include personal details, including any details of changes of name
- Education, volunteer and employment history will be requested and checked for any unexplained gaps
- Two references will be requested and followed up prior to recruitment
- A self-declaration of any criminal offences or convictions will be requested at the application stage
- A full enhanced DBS will be required prior to beginning a role for any members of staff with interaction with children and or adults at risk

### **C.1 Code of Conduct**

**for staff and volunteers working with children, young people and adults at risk**

#### **C.1.1 Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect children, young people and adults at risk from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

#### **C.1.2 The role of workers (staff, freelance and volunteers)**

When working with children and young people or adults at risk, you are acting in a position of trust on behalf of Peacemakers. You will be seen as a role model and must act appropriately.

#### **C.1.3 Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations

- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.
- Avoid becoming directly involved in personal finances unless there are guidelines in place.

### **C.1.4 Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any social media contact that breaches the *Practice guidelines for working safely with children and young people*.
- Engaging in any behaviour which might allow a sexual relationship to develop with a person in a position of trust, for as long as the relationship of trust continues.
- Smoking, consuming alcohol or illegal substances in the presence of children or young people when in your role for Peacemakers is against the Code of Conduct.
- Favouritism/exclusion – all people should be equally supported and encouraged

### **C.1.5 Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the organisation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or Disclosure and Barring Service. If you become aware of a breach of this code, you should escalate your concerns to the Peacemakers safeguarding lead.

### **C.1.6 Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

## **Section D: Practice Appendices**

### **D.1 Practice guidelines**

#### **for working safely with children and young people**

We use the following practice guidelines:

- Schools/organisations are asked to tell trainers about any particular needs or sensitivities of their children.
- Schools/organisations are expected to remain available to assist with their children if required throughout Peacemakers' sessions. If a child becomes difficult to manage so that the safety of that child or other children becomes a concern, or so that the continued shared enjoyment of the activities becomes problematic for other children, the school/organisation may be asked to take over responsibility and remove the child or assist in the activity.
- Where photographs or video are taken, image use consent will be required. These will be transferred to a Peacemakers storage account and be deleted from any personal device
- Accidents and incidents will be the responsibility of the school/organisation

#### **Supervision**

- Each group of children will usually be supervised by at least two people who have been safely recruited and have a current enhanced DBS check, and will always be within sight or sound of an adult. Further adults may provide additional support. There are some exceptions to this which will be agreed by the school, for which suitable measures will be in place eg Positive Peace groups or one to one sessions.
- If a second person is not available on the day, then choose the most appropriate of the following. This depends on the context and risk assessment:
  - Use another adult who is known and trusted
  - Keep a door open between two rooms
  - If other adults are available in the same building nearby for emergencies, consider allowing the group to run with one safely recruited adult with a current enhanced DBS check
- Consideration must be given to the age mix and maturity of the children, and to the type of activity. A short walk along a road needs more supervision than when the time is all spent in a field or garden.
- The organisation's guidelines will be followed with regards to supervision

#### **Conduct**

## Safeguarding Procedures and Toolkit

- Everyone who works with children and young people is expected to abide by our Code of Conduct
- Adults who meet children or young people through Peacemakers should have no direct contact with the children or young people concerned unless the young people are aged 16 and 17 and their parents/carers are aware of the existence of the communications and are agreeable to the communications taking place.
- It is unacceptable for those working with children and young people, and therefore in a position of trust, to abuse that trust by engaging in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

**D 2 Activity risk assessment sheet**

<b>Organisation</b>			
<b>Activity</b>		<b>Location</b>	
<b>Date of Risk Assessment</b>		<b>Frequency</b>	
<b>Responsible Leader</b>			

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

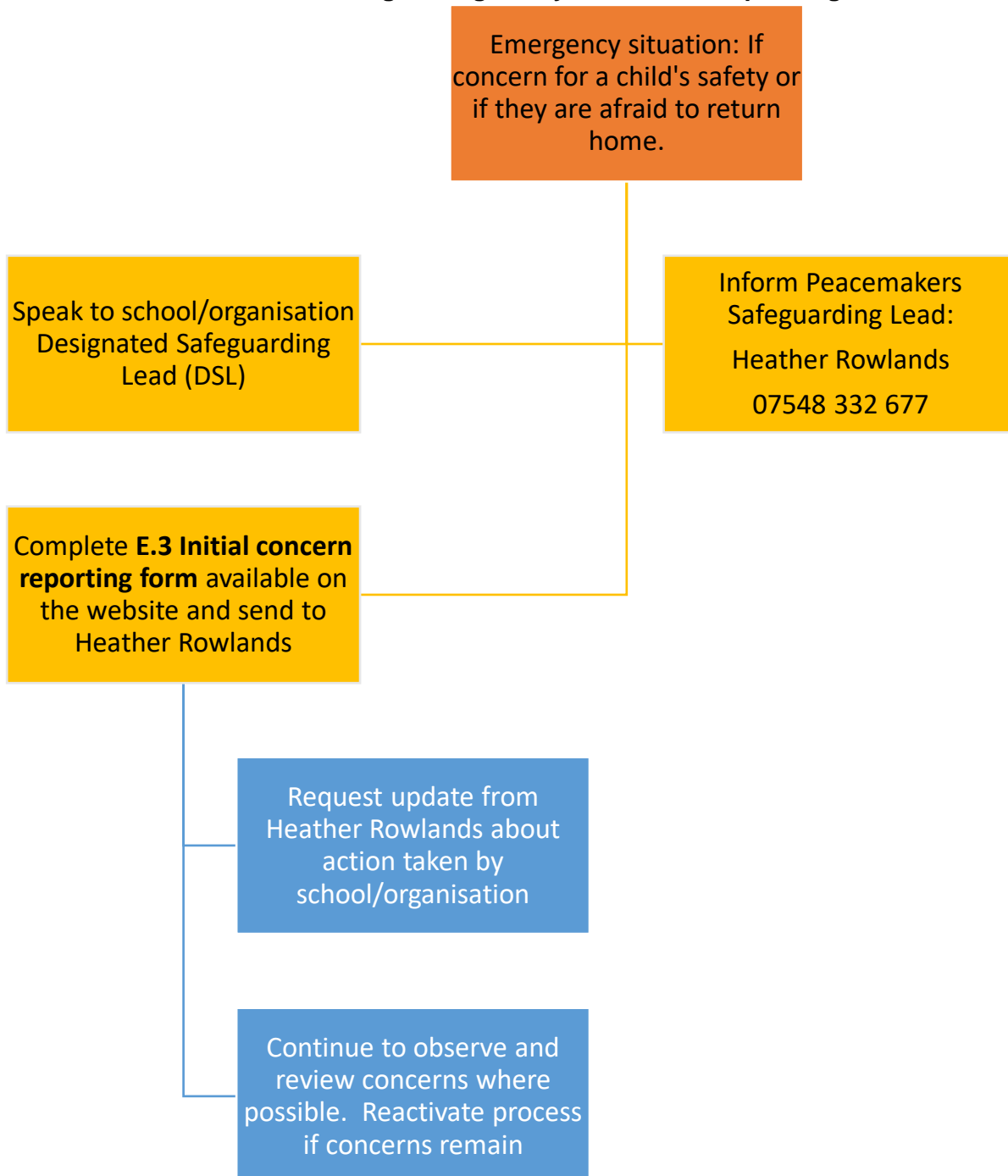


## Section E: Responding to Concerns Appendices

*This section contains information and guidelines that will be needed if there are concerns about a child, young person or adult at risk.*

### E 1 Flowchart A: in cases of concerns about a child

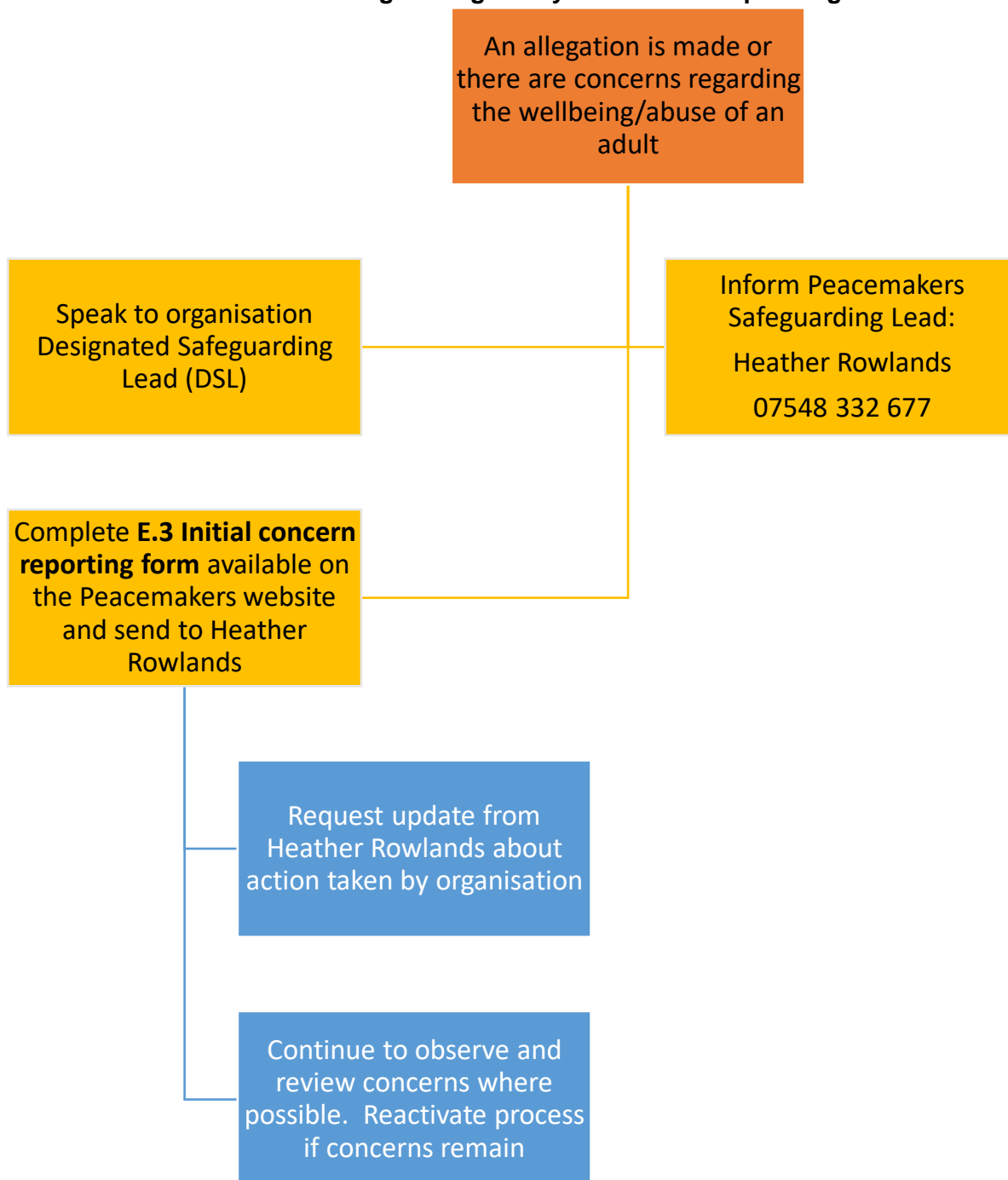
An overview, to be used with **Safeguarding Policy Section 5. Responding to Concerns.**



**Working Together to Safeguard Children defines significant harm as:** "... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

## E2 Flowchart B: in cases of concerns about an adult

An overview to be used **with Safeguarding Policy Section 5. Responding to concerns.**



Legally, someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

N.B. people of sound mind are allowed to make decisions which other people consider poor.

### E.3 Initial concern reporting form

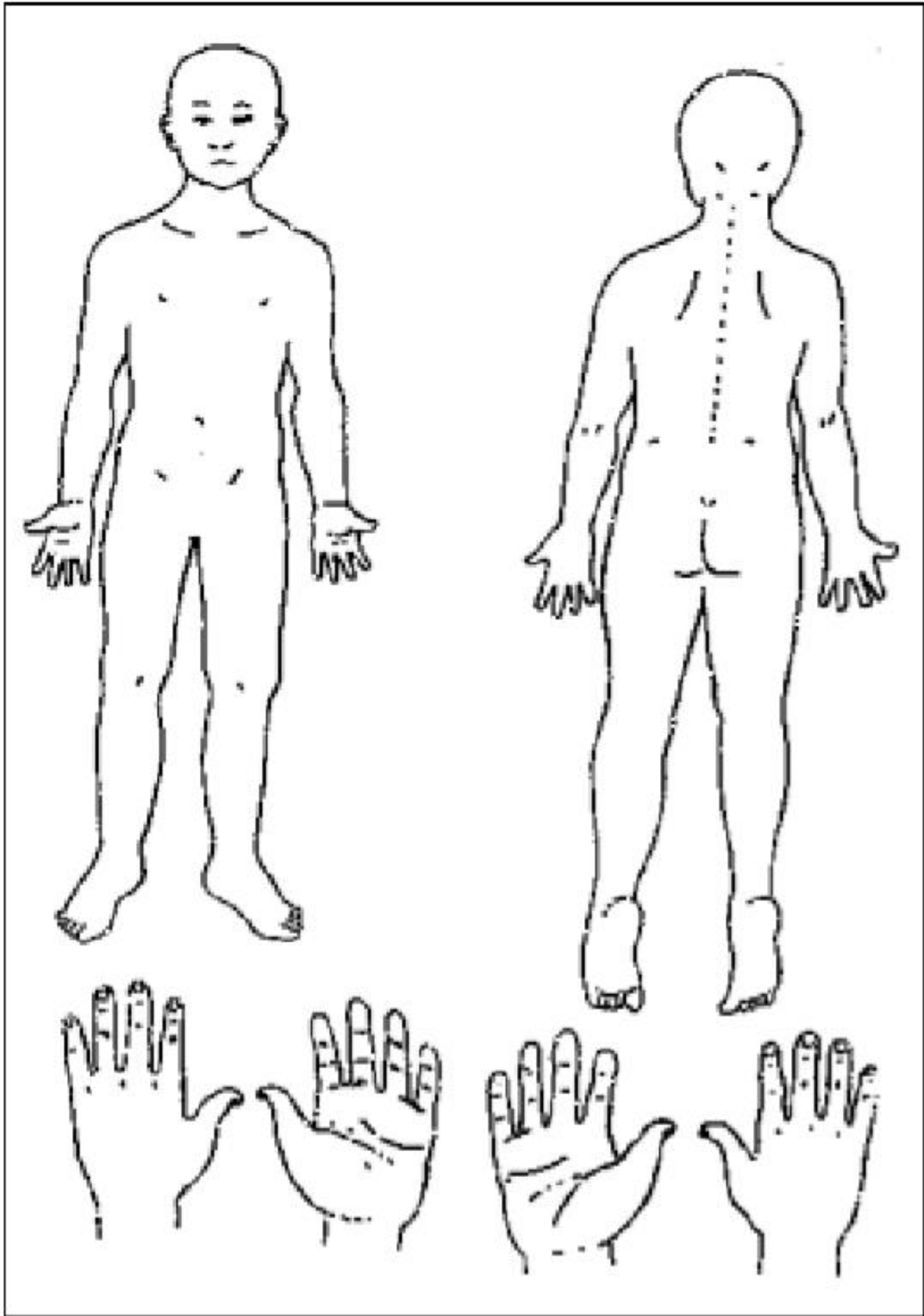
This form is for use by the person who received the disclosure or raised the concern. It is confidential within the terms of the Peacemakers Safeguarding Policy and Procedures.

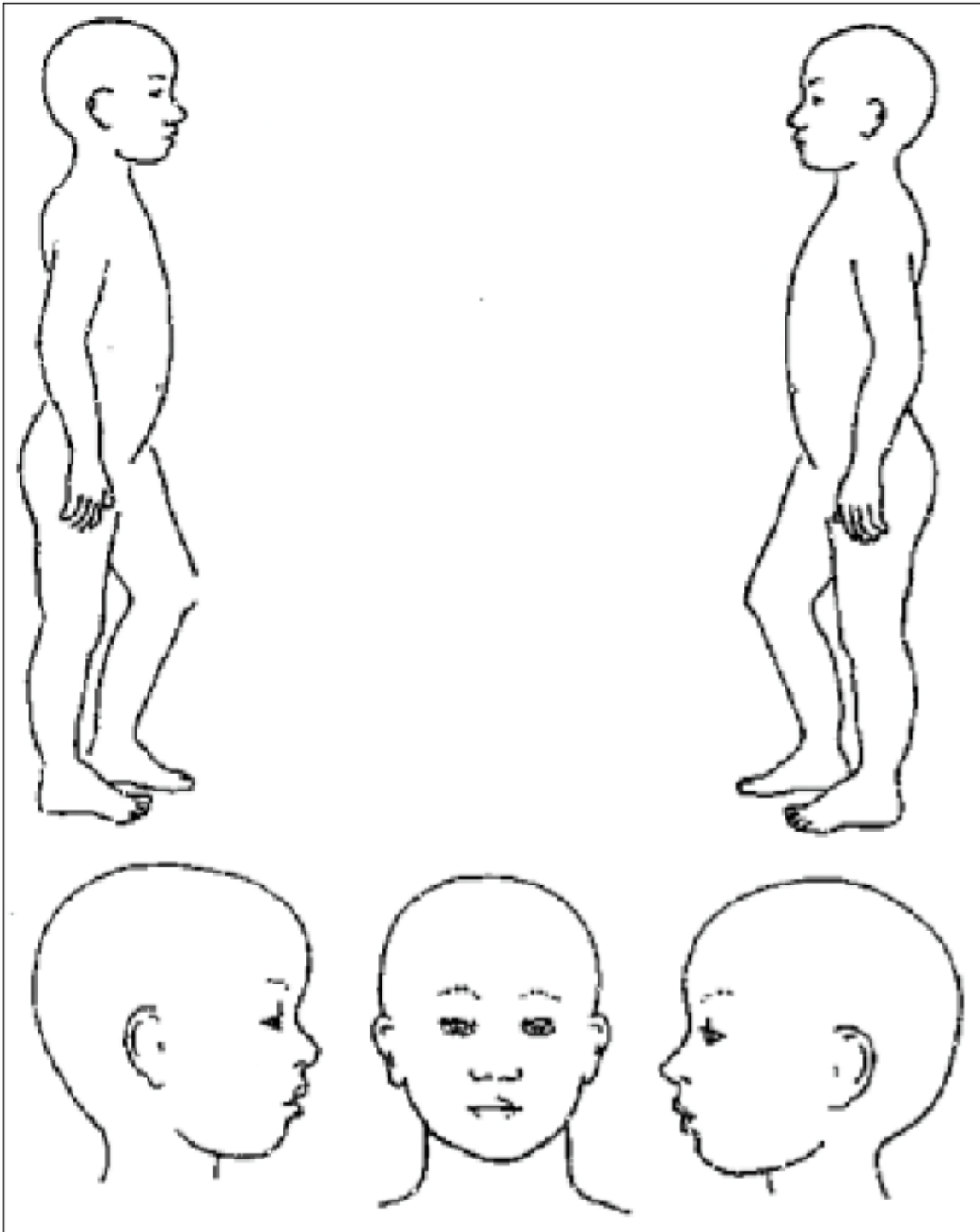
Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information all information concisely. Record the disclosure verbatim. Do not try to interpret.

Completed by (name):	
Event/premises:	
Role at event/premises:	
Contact details: Address Telephone number(s) Email	
1. Date and time of disclosure/incident causing suspicion:	
2. Name and age of the children, young people or adults involved :	
3. Details of adult or young person (if any) named as perpetrator:	
4. Name, age and contact details of any witnesses:	

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Completed by (name):	
5. If person named in section 3 or 4 is a child or young person please give the names of their parents or legal guardians:	
6. Please record details of the disclosure or the incident causing suspicion. In relation to disclosure, please do not interpret the information given to you. It is important that you use the same language as the child / young person / adult involved. Do not paraphrase or summarise. Please continue overleaf or on additional sheets if needed.  (Use the "Skin Map" as appropriate, but do not undress the person who made the disclosure, or ask them to undress.) (Skin Maps from Guidance to Churches)	
Details:	





7. Action Taken (including person/people/organisations contacted):

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7. Action Taken (including person/people/organisations contacted):	
Signed:	
Date:	Time:
Name of the Safeguarding Lead to whom you pass this form:	
Heather Rowlands	
Date form passed to Safeguarding Co-ordinator:	
Signed by Safeguarding Coordinator:	
Date:	Time:

This form should be stored in a secure place and considered in relation to the sections of this document about sharing information and records storage. All notes made at the time should be kept with this form.

## E.4 Safeguarding Lead’s Disclosure Reporting Form

***This form is for use by the Peacemakers Safeguarding Lead.***

This form is confidential within the terms of Guidance on Confidentiality detailed in the Safeguarding Procedures

**Note:** Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. Record the disclosure verbatim. Do not try to interpret.

Event/premises
Role at event/premises:
Contact details:
1. Details of incident:
2. Action taken (if no action was taken, state reasons)
3. Who did you report the incident to (give names and contact details):
a) Outside agencies
b) Parents/guardians
c) Other – state within or outside the organisation
4. Any other relevant information:
5. Outstanding tasks, who responsible and timescale:

Signed:

Date:

Time:

This form should be stored in a secure place and considered in relation to the guidelines on confidentiality.

All notes made at the time should be kept with this form.



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<b>Role/Organisation</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Peacemakers Safeguarding Lead</b>	Heather Rowlands	07548 332 677	heather@peacemakers.org.uk
<b>Central England Area Meeting Safeguarding Coordinator</b>	Patricia Bradbury	07966 912278	tricia.bradbury42@gmail.com
<b>Central England Area Meeting Deputy Safeguarding Coordinator/s</b>	Carole Pannell	07798 517698	caroleannpannell@gmail.com
<b>Thirtyone:eight</b> Specialist safeguarding advice	Helpline	0303 003 1111 Mon-Fri 9am-5pm plus out of hours (from 7am to midnight) for urgent calls	helpline@thirtyoneeight.org
<b>Britain Yearly Meeting Safeguarding Officer</b> General support	Mark Mitchell	020 7663 1156 Weekday mornings	safe@quaker.org.uk Weekday response normally within 24 hrs
<b>NSPCC</b>	Helpline	0808 800 5000	help@nspcc.org.uk
<b>Police</b>	Emergencies Non-emergencies	999 101	
<b>This document was last updated: November 2022</b>			