

PROVISIONAL POLICY - As will be explained in Meeting for Worship for Business in February YFGM, this policy is provisional and Trustees are asking General Meeting's agreement that we seek legal advice on whether this sufficiently outlines our obligations as an organisation. It would be intended that this provisional policy would apply until such a point as a finalised version has been obtained.

Religious Society of Friends (Quakers)

Young Friends General Meeting

Safeguarding and Allegations Policy

Safeguarding is protecting people at risk from harm or abuse.

1. DETAILS

Name:

Young Friends General Meeting

Charity number: 1064763
Regulator: Charity Commission
Insurance company: Methodist Insurance
Address: YFGM Office
Friends House
173-177 Euston Road
London
NW1 2BJ

Tel No: +44 (0)20 7663 1050
Email address: yfgmconvenoroftrustees@gmail.com
Denomination: Religious Society of Friends (Quakers)

This policy covers all parts of the charity covered by the Young Friends General Meeting constitution, including the general meeting itself, YFGM events, the activity of YFGM role holders, and employees.

2. SAFEGUARDING AND CARE IN YFGM

1. Young Friends General Meeting (YFGM) is a community of Young Adults aged 18-30ish. At present YFGM does not have a creche or any members under the age of 18. It is recognised that should this change, this policy will

need to be revised to include policies in relation to the safeguarding of children. It is currently intended to cover only adults.

2. YFGM is a peer-led organisation. As a community of Young Adults we are equals and all have a role in caring for each other. All of us need care and support at some point in our lives. It is important that we support each other through these times and ensure that, as a community, we protect each other from risk of harm or abuse.
3. The following roles are of relevance to the policy:
 - a. The Safeguarding Lead and Deputy Safeguarding Lead (who are the Overseer Trustee and Convenor of Trustees respectively) are responsible for:
 - i. oversight of this policy
 - ii. providing an initial point of contact for YFGM members
 - iii. sensitive communication with key parties raising concerns, which may, due to the nature of the concerns, require in person or phone conversations in addition to written correspondence.
 - iv. clarifying and recording any concerns
 - v. liaising with Trustees on points of policy or where investigations are taken forward regarding allegations against role-holders
 - b. The Trustees (see Appendix C) are legally responsible for YFGM and share a wider responsibility for ensuring this policy is applied appropriately.
 - c. “Role holders” are people who have been nominated to a YFGM role and appointed to that role in a Meeting for Worship for Business. Role holders have a responsibility not to act abusively and to respond to wellbeing concerns for members of the community and uphold this safeguarding policy.
 - d. Members of YFGM are any young adults who attend, or have recently attended, a YFGM event.

3. STATEMENT OF INTENT

1. Young Friends General Meeting (and legally, the Trustees thereof) consider the welfare of our membership paramount and are committed to:
 - a. Stopping abuse from occurring wherever possible and if possible seek to address its causes.
 - b. Valuing, listening to and respecting the independence and control over their own lives of all of our young adult members and seeking to

promote their well-being, welfare and protection in a way which empowers them.

- c. Helping prevent harm and reduce the risk of physical, sexual, emotional, psychological, financial, discriminatory, organisational or domestic abuse; neglect; or subjection to modern slavery practices of any of our members and to report (and where appropriate respond to) any such abuse that is discovered or suspected (see Appendix B for a definition of abuse).
 - d. Providing appropriate guidance and training for all those who hold roles with a pastoral care element (listed in Appendix A). Raise awareness and understanding of the different types of abuse and how to respond to them.
 - e. Adopting a procedure for dealing with concerns about possible abuse.
 - f. Supporting those affected by abuse.
 - g. Maintaining good links with other organisations relevant to fulfilling the above commitments.
2. For avoidance of doubt, definitions of different types of abuse are included in Appendix B.
3. This policy is intended to support the safety and wellbeing of YFGM members and every effort should be made to ensure that members feel safe and supported should the policy be put into action. In particular it is intended that the values outlined in the Care Act 2014, should be upheld namely¹:
- a. *Empowerment* - people being supported and encouraged to make their own decisions and the use of informed consent.
 - b. *Prevention* - it is better to take action before harm occurs
 - c. *Proportionality* - the least intrusive response appropriate to the risk presented.
 - d. *Protection* - support and representation for those in greatest need
 - e. *Partnership* - services and communities should work together to detect, report and respond to abuse and neglect.
 - f. *Accountability* - the process should be transparent and those acting within it should be accountable.
4. YFGM, and the trustees thereof, fully intend to comply with the organisations legal obligations towards its members, the Charity Commission and wider agencies.

¹ Adjusted from the presentation of principles used by the Ann Craft Trust. Available at: <https://www.anncrafttrust.org/resources/six-principles-adult-safeguarding/> [accessed 13th February 2018].

4. WHAT TO DO IF YOU BECOME AWARE OF POTENTIAL ABUSE OR CONCERN FOR THE WELLBEING OF A YFGM MEMBER

1. YFGM is a community of adults who, for the most part, most of the time, are independent adults who have the capacity to make decisions about their own lives and wellbeing.
2. It is not unusual for close friendships and romantic relationships to emerge within YFGM and YFGM members may disclose to each other difficult experiences that they encounter in their lives. As a community of Friends we may support each other with such disclosures and may wish to exercise confidentiality appropriate to friendships/relationships.
3. However, under certain circumstances, if a YFGM member becomes aware of a situation of abuse, an allegation of abuse, a suspicion, an observation, a concern, or an admission of abuse, then they should disclose this to the nominated YFGM Safeguarding Lead. Particularly in the following circumstances:
 - a. If you have a general concern about a YFGM member's wellbeing and you would like the support of YFGM through the Safeguarding Lead.
 - b. Where you are concerned that a YFGM member who might be considered an "adult at risk" at that time is experiencing abuse.
 - i. A person who is an "adult at risk" is usually understood to be someone with care and support needs who is at risk of abuse, or who is being abused, and, who is, by virtue of those needs, unable, or not in a position, to defend themselves against such abuse, should they wish to.
 - ii. Examples of an "adult at risk", to whom this policy is particularly important, may include a person who has a physical or sensory impairment, a learning disability, a mental health condition, a person who misuse drugs or alcohol, someone who has a cognitive impairment or a person who, for any reason, lacks capacity to make decisions; and where this impairment affects their ability to defend themselves from abuse.
 - c. In cases where there is a concern about abusive or detrimental behaviour occurring between two or more YFGM members which could

pose a safety or wellbeing risk within a YFGM context, forums or events.

- d. In cases where a person holding a YFGM role has experienced abusive behaviour in the course of performing their YFGM role.
 - e. In cases where there is a concern that a person in a YFGM role or in the employment of YFGM is behaving in an abusive way towards others, (whether or not at YFGM events).
4. In these circumstances, on becoming aware of abuse, an allegation of abuse, a suspicion, an observation, a concern or an admission of abuse, a member of YFGM, role-holder, or employee should:
- a. If there is immediate need to respond to an incident and medical assistance or police response to an incident is required to ensure safety or preservation of evidence for a criminal investigation this should be sought immediately, calling 999 if necessary.
 - b. In the first instance listen to the what the individual is saying, do not probe or try to investigate yourself, assure them that you take their concerns seriously.
 - i. Where possible encourage the person to contact the YFGM Safeguarding Lead directly, or offer to accompany them in doing so.
 - ii. If something has been disclosed to you you feel you need to tell the YFGM Safeguarding Lead against the wishes (for reasons outlined in point 6 below), explain to the individual, wherever possible, that this is what you intend to do and why, and make them aware of this policy.
 - c. Concerns must then be reported to the Safeguarding Lead - who is the Overseer Trustee, or if the Overseer Trustee is implicated, or unavailable, the Deputy Safeguarding Lead who is Convenor of Trustees, or if neither are suitable or available, another Trustee. They will appropriately record the concern and determine the next steps in accordance with this policy (a draft form of record is included in Appendix D).
 - d. Concerns raised should be kept confidential and should not be discussed with anyone other than those named in Appendix C and such statutory and law enforcement officials as may be required, where applicable. A complete record of the concerns should be made. The record should be kept in a secure place.
5. The Safeguarding Lead / Deputy Safeguarding Lead should collate and clarify the precise details of the allegation, concern or suspicion.

6. If the concern is raised by a third party (i.e. other than a person who is concerned about their own wellbeing), as YFGM members are adults, unless a police or statutory agency investigation is underway, the Safeguarding Lead should, in the first instance, make contact with the member who may have suffered or be at risk of abuse and discuss with this person:
 - i. what has happened
 - ii. whether they feel they are at risk, if any support can be offered and what they might like to do about this risk in the immediate term
 - iii. what longer term outcomes they might want to see.

The individual who has been abused or is at risk of abuse will have a discussion with the Safeguarding Lead, and they will express their desire on whether or not the matter should be formally raised as a safeguarding issue. The Safeguarding Lead will respect the self-determination of members in managing their personal affairs and comply with their wishes apart from in exceptional circumstances, such as:

- if the person is not thought to have mental capacity/capacity to make sound decisions for themselves (if in doubt as to this and any risk is not increased unacceptably by a delay in acting professional advice should be sought on this)
- if the person is subject to coercion or undue influence to the point of not being able to give consent
- it is in the person's vital interests (they are at risk of serious harm if no action is taken)
- if the abuse was committed by a role-holder or employee of YFGM and there is a concern that there could be a risk to other members of the community, or the wider community from them remaining in their role (so disclosure is in the public interest)

7. If a safeguarding concern is not taken forward, the matter will be recorded confidentially by the Safeguarding Lead and no further action will be taken.
8. If a safeguarding concern is taken forward then it will be taken forward as outlined in sections 5-10 below.
9. The Safeguarding Lead will agree with the person in question whether any measures need to be put in place to manage the risk and safety of the individual. These measures would then need to be agreed, minuted and implemented by the Trustees.
 - a. Even if an individual does not wish a safeguarding concern to be formally taken forward, reported or investigated, it may be possible to make some adjustments to support someone to feel safe whilst participating in YFGM.
 - b. However, if these adjustments affect the participation of another YFGM member (for example a person whom an allegation has been made against) some further investigation will be required by the Trustees to ensure that the situation is fair to all parties. The Trustees will, at all times, liaise with the adult who is at risk.

5. REPORTING OF THE INCIDENT

1. If the matter is relating to the care of an “adult at risk” (due to their care and support needs) the Safeguarding Lead may, with the individual’s permission, pass this information on to an appropriate Social Work Department (which would usually be the Department attached to the Local Authority from which that person primarily receives care and support) or to the police who may then investigate the matter under appropriate legislation and regulations. If the matter is a criminal offence, the individual should be encouraged to report it to the police themselves. The same considerations with regards confidentiality should apply as in section 4 paragraph 6 above.
2. If the matter relates to the abusive behaviour of a YFGM role holder then Trustees may be obliged to report the concern to the police. If this happens in the case of a competent adult, it would usually be up to the individual who has suffered or is at risk of abuse as to whether the police investigation is taken forward.
3. Since there may be implications for YFGM as a charity, if the incident in question occurred at a YFGM event, involved a YFGM role holder or is otherwise linked to the work of YFGM as a charitable body, Trustees may need to confidentially report the incident to the Charity Commission as a serious incident [and possibly insurers - seeking clarity on this].
4. The Trustees will support the Safeguarding Lead / Deputy Safeguarding Lead in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
5. Although it is hoped that YFGM members will follow this policy and use the Procedures and Guidelines it is, of course, the right of any individual to make a direct referral to statutory safeguarding agencies or to seek advice from external agencies such as Britain Yearly Meeting’s Safeguarding Officer or the Churches’ Child Protection Advisory Service (CCPAS).
6. An individual who feels that the Safeguarding Officer or the Deputy Safeguarding Officer has not responded appropriately, or who has a disagreement with the Safeguarding Officer or the Deputy Safeguarding Officer, is free to refer to another Trustee or to appeal directly to an external agency.

6. WHERE THE CONCERN OF ABUSE OF A YFGM MEMBER OCCURS OUTSIDE OF YFGM

1. If there are concerns about the wellbeing of a YFGM member with regards to activity outside YFGM, and if the allegation is against a person who is not a YFGM member then the Safeguarding Lead will, liaising with the YFGM

member, work with appropriate and necessary other organisations, law enforcement and/or statutory bodies to raise a concern. As above in section 4.6, the YFGM Safeguarding Lead should respect the decisions and autonomy of the individual in how they want to work towards ensuring their own safety and wellbeing.

7. ALLEGATIONS INVOLVING YFGM MEMBERS

1. If an allegation is against a YFGM member or role holder they should usually be informed about the nature of the allegation made against them as soon as possible after the allegation has been understood, recorded and recognised as a safeguarding issue. The exceptional circumstances when this may not happen might include:
 - a. if the police or a statutory agency advise against it for the purpose of an investigation which is underway
 - b. if the person who is the subject of risk or abuse refuses permission for the sharing of this information, (where there are no other individuals at risk), or, where they don't have mental capacity, it is determined that it is not in their interests to disclose.

In situation b. an outline of the allegations should be shared if at all possible. If it is not possible to outline the specifics of an allegation, it may be possible to inform the individual that a safeguarding allegation has been made against them in more general terms.

2. The key contact for the person against whom an allegation has been made should be the Deputy Safeguarding Officer or another Trustee as allocated by the Trustees, if required.
3. The Trustees, on the advice of the Safeguarding Lead may as temporary measures, while waiting for further information, put in place risk management measures at a YFGM event (as in section 12), suspend a person's YFGM role, or, in exceptional circumstances, temporarily prevent a person from attending a YFGM event pending further information or investigation. Measures should be proportionate to risk.
4. If the police or another statutory agency were undertaking an investigation the Trustees may wait to make a decision on long-term measures to manage risk and protect the wellbeing of all involved, and to determine the suitability of an individual for any role that they hold until the findings of this investigation are released.
5. If the matter, for whatever reason, is not being investigated by the police or a statutory agency then YFGM Trustees may make enquiries and record statements from relevant parties including the individual against whom the allegation was made.
6. Once any investigation has concluded, on available evidence (from their own enquiries or from the results of a police or agency's investigations), to the best

of their ability, the Trustees will seek to determine whether they have reason to believe that a person has acted in an abusive way, whether it is thought likely this will reoccur, and what risk this might pose to the community and how this relates to any roles that the individual holds within YFGM.

7. It is unlikely that the raising of an allegation would lead to the permanent exclusion of an individual from the YFGM community - YFGM intends to be inclusive to all young adults. The Trustees may, however, if they believe they have reason to, ask for someone to be released from a role which includes pastoral care (see Appendix A), modify a role or agree a plan to manage risks around a person's involvement as in section 12.
8. Any decisions made can be appealed as in section 1k) of the YFGM Finance Policy. Appeals will be heard "by Quintessential, or such other individuals acceptable to the Officers and the individual concerned."
9. Throughout this process the adult at risk and where relevant, the person against whom the allegation has been made should be notified of progress at least fortnightly. If a third party raised the concern, they will be advised that Trustees will act in accordance with this policy, and may be updated about the stage of investigation with the permission of the adult at risk. Details of the matter will be kept confidential by all parties. Notes of relevant points of the case should be recorded confidentially by the Safeguarding Lead (see Appendix D). Relevant details should be shared with the Trustees (listed in Appendix C), but confidential information should be shared with as few people as possible throughout the process.
10. YFGM will be informed in the broadest terms (not including any confidential detail) that a safeguarding incident has occurred, and this will also be included in the Annual Report of YFGM prepared by the Convenor of Trustees.

8. MEDIATION OR RECONCILIATION

1. As a Quaker organisation the Trustees hope to ensure that there are possibilities for reconciliation between our members. It is recognised that in some safeguarding contexts where abuse has taken place this may not be appropriate or possible. However, the Trustees may offer parties the possibility to engage in a reconciliation process following any incident. Trustees may assist in seeking funding to facilitate such a process but cannot guarantee what funds will be available at any one time.

9. PASTORAL CARE SUPPORT

1. The individual who has raised the concern, the person who the concern is about (if they did not raise it themselves) and the person against whom an

allegation is made (where relevant) should all receive appropriate pastoral support from YFGM. Where appropriate, this will be the responsibility of Overseers, if not Trustees will assist in identifying an alternative,

10. VICTIMISATION, MALICIOUS OR VEXATIOUS ALLEGATIONS

1. The Trustees will not tolerate the victimisation of a YFGM member for having, in good faith, raised a concern under this policy.
2. Any allegations found to be malicious or vexatious will be dismissed; the individual who has vexatiously or maliciously raised an allegation may then be treated in a similar way to another individual who has an allegation of abuse made against them in this policy (i.e. raising an allegation vexatiously may affect any roles that they have in YFGM or lead to measures being put in place around that person's attendance to reduce risk of harm to other members).

11. APPOINTMENT TO ROLES

1. YFGM does not undertake what is legally defined as ['Regulated Activity'](#) which requires DBS checks. Risks are managed at all events. The Trustees believe that DBS checks for YFGM roles is not required to support the wellbeing of the community at this time. People are appointed to roles through a Quaker process of spiritual discernment by the Nominations Committee.
2. However, if anyone is aware that anyone nominated, or holding, a pastoral care role has a history of abusive or concerning behaviour they should notify the Safeguarding Lead (who should where appropriate, confidentially discuss with the Convenor of Nominations) at the earliest opportunity.(roles considered to have a pastoral care element are listed in Appendix A).
3. Anyone appointed to a role with a pastoral element will be shown a statement by Nominations before agreeing to be appointed to a role and sign it on appointment declaring that they have no relevant criminal record or reason to believe that their past behaviour has presented a risk to others; or that if they are aware of instances of past behaviour which have prevented a risk that these have been discussed openly with the Safeguarding Lead and Convenor of Nominations who have taken appropriate steps to manage any risks.
4. The Safeguarding Lead and Convenor of Nominations should make appropriate inquiries and be satisfied that the individual is of appropriate character and that risks can be managed appropriately before appointing someone about whom concerns have been raised to such a role.

12. WORKING WITH PREVIOUS OFFENDERS

1. YFGM is an inclusive community, including being open to ex-offenders. When it is known that someone attending a YFGM event has a previous conviction of having behaved abusively and where that person could reasonably be believed to continue to pose a risk of abusive behaviour, Trustees will seek to ensure that an appropriate plan is in place for the individual to participate whilst risk is managed and will ensure that provision is made for his or her pastoral care. This plan is likely to involve setting of certain boundaries which a person will be expected to keep to. It may involve restrictions on which roles an individual can undertake within YFGM, accompaniment, an individual being asked not to be alone with another member at an event or an individual being asked to sleep off-site (if felt necessary by a YFGM officer, the cost of sleeping off-site could be funded by YFGM). In exceptional circumstances there may be events which a person's attendance is deemed to be inappropriate.

13. ROLE OF TRUSTEES IN MAINTAINING POLICY

1. The Trustees (who are the role holders listed in Appendix A) are legally responsible for the administration of the affairs and work of Young Friends General Meeting in accordance with its religious and charitable objects (as outlined in the YFGM constitution). They undertake legal compliance, monitoring and scrutiny functions.
2. The Trustees recognise the need to provide a safe and caring environment for members of YFGM who can be the victims of physical, sexual and emotional, psychological, financial or material and discriminatory abuse, and neglect.
3. The Trustees have therefore adopted the procedures set out in this document ("the policy"). They also recognise the need to build and maintain appropriate and constructive links with all multi-agencies (statutory and voluntary) involved in safeguarding work.
4. The Trustees will be responsible for ensuring that YFGM members are aware of this policy and are committed to on-going safeguarding training for all relevant role holders as outlined in Appendix A.
5. The Trustees will regularly review the BYM Safeguarding Procedures and Guidelines published by Britain Yearly Meeting (BYM) of the Religious Society of Friends and other relevant organisations,
6. The Trustees will comply with the legal and regulatory framework of the country in which the property is situated, or the event is taking place.

7. The Trustees undertake to ensure that a Safeguarding Officer and a Deputy Safeguarding Officer are appointed by the General Meeting
8. If modifications to the detail of this policy are required to comply with legal obligations, the Trustees may update the policy without reference to General Meeting. Substantive changes may be implemented provisionally but should be returned to General Meeting.

14. REVIEWING OF POLICY

1. This policy will be reviewed annually by the Trustees at the Trustee weekend.
2. The Trustee with primary responsibility for reviewing this policy against current best practice shall be the Safeguarding Lead, who is the Overseer Trustee.

15. APPROVAL

This policy was provisionally approved by YFGM at General Meeting on INSERT DATE, and may be updated subject to legal advice.

Appendix A - Roles with a pastoral care element

It would be anticipated that individuals who hold these roles would not be considered to be at risk of presenting abusive behaviour, and would be expected to be aware of this policy and undertake basic safeguarding training.

All Overseers
All Quintessential
All Trustees
Convener of Nominations

Outreach Committee

In addition the following would be expected to undertake more substantive training to undertake their roles as Safeguarding Leads:

Convenor of Trustees
Overseer Trustee

It should be noted that the YFGM Co-ordinator would also be expected to be familiar with this policy as they may have a pastoral element to their role. However, they would primarily be treated as an employee of Britain Yearly Meeting.

Appendix B - What is abuse?

Abuse can include:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For further clarity on what might fall under each of these types of abuse and what indicators of abuse might be see the guidelines by the Social Care Institute of Excellence, for Adult Safeguarding (it is strongly recommended that all relevant officers read the most up to date guidelines on Types and Indicators of Abuse produced by SCIE and that this be used in any internal training):

<https://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

Appendix C - Trustees

Post	Email
Convenor of Trustees (DEPUTY SAFEGUARDING TRUSTEE)	yfgmconvenoroftrustees@gmail.com
Co-clerks (2) (who are also trustees)	yfgmclerk@gmail.com
Finance Trustee	yfgm.finance.trustee@gmail.com
Quinty Trustee	yfgm.quinty.trustee@gmail.com
Overseer Trustee (SAFEGUARDING LEAD)	yfgm.overseer.trustee@gmail.com
Management Trustee	yfgm.management.officer@gmail.com

Appendix D - Safeguarding Incident Reporting Form

Basic Information	
Name of adult concerned (adult at risk)	
Address	
e-mail address	
phone number	
D.O.B.	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
When was incident raised to awareness of YFGM?	
Was the concern raised by someone other than the adult at risk? If so, give details of who and when.	
When was initial contact made with the adult at risk	

<p>Record of initial report of incident</p>	
<p>Record details, use quotes where possible, record intonation and expression as well as words, record what you said - as much detail as possible. If you have an opinion state it as such and distinguish it from what you were told.</p>	
<p>Who else has been told? (include names, contact details, date of initial contact, what has been conveyed, add notes of further contact if any. If police have been told include crime reference number)</p>	
<p>Does the adult at risk wish action to be taken forward?</p>	
<p>If no, are there reasons of public interest, capacity, undue influence or vital interests which over-ride this desire?</p>	

What immediate response has been taken to protect the individual at risk (and, if applicable, others)	
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-End of initial report -

Name:

Position Held:

Signature:

Date:

Details to be added at a later date (*add initials and date next to each piece of information so that it is clear who recorded it and when*):

Details of any further contact - who has been told, when and what do they know?	
If no statutory or police investigation, who else needs to be spoken to who may be able to confirm or provide further details about the incident and what have they said?	
What outcome does the individual at risk want?	
What contact has been made with the person about whom allegations have been made?	
What actions have the Trustees taken to manage the risks appropriately?	
Will there be any follow up	

pastoral care or reconciliation process?	
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