

YFGM Safeguarding Policy: Introduction

Promoting the welfare of YFGM members and protecting them from harm has always been an important part of YFGM as a community and as an organisation. In 2017, YFGM trustees identified a need to adopt a written policy setting out the principles by which we operate and the procedures we will follow.

The provisional policy was adopted by the General Meeting in February 2018 and the policy below was adopted by the General Meeting in October 2018.

Young Friends General Meeting of the Religious Society of Friends (Quakers)

Safeguarding Policy

Last revision: 13 November 2018

Contents

| | |
|--|----|
| YFGM Safeguarding Policy: Introduction..... | 1 |
| 1. Details..... | 3 |
| 2. Safeguarding and care in YFGM..... | 4 |
| 3. Definitions..... | 6 |
| 4. Statement of intent..... | 6 |
| 5. What to do if you become aware of potential abuse or are concerned for the well-being of a YFGM member..... | 8 |
| 6. External reporting of the incident..... | 12 |
| 7. Where the concern of abuse of a YFGM member occurs outside of YFGM..... | 13 |
| 8. Allegations involving YFGM members..... | 14 |
| 9. Mediation or reconciliation..... | 16 |
| 10. Pastoral care support..... | 16 |
| 11. Victimisation, malicious or vexatious allegations..... | 17 |
| 12. Appointment to roles..... | 17 |
| 13. Working with previous offenders..... | 20 |
| 14. Role of trustees in maintaining policy..... | 20 |
| 15. Support for the safeguarding leads..... | 21 |
| 16. Reviewing of policy..... | 21 |
| 17. Approval..... | 21 |
| A. Appendix A - Trustees and other roles with a pastoral care element..... | 22 |
| B. Appendix B - What is abuse?..... | 23 |
| C. Appendix C – Working with vulnerable adults..... | 24 |
| D. Appendix D – Procedure for Reporting Safeguarding Concerns in relation to Children..... | 25 |
| E. Appendix E - Safeguarding Incident Reporting Form..... | 28 |
| F. Appendix F - Safeguarding Declaration..... | 31 |

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 BYM or YFGM employees working on YFGM activities.

This policy therefore applies to all YFGM members, trustees, role holders, paid employees, volunteers or anyone else taking part in YFGM activities, including the YFGM coordinator (hereafter referred to as “members”).

This policy will be brought to the attention of all YFGM members.

2. SAFEGUARDING AND CARE IN YFGM

1. Young Friends General Meeting (YFGM) is a community of Young Adults aged 18-30ish. We are committed to proactively safeguarding and promoting the welfare of our members and to taking reasonable steps to protect the people in our charity, and those who come into contact with YFGM, from harm.
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, abuse or neglect. This policy is intended to set out YFGM's commitments to safeguarding and the procedures that should be followed in the event of any allegation, report or suspicion of abuse, so that appropriate action can be taken.
3. Registration and participation in YFGM is currently reserved for over-18s only, therefore the activities of YFGM do not directly involve children and members of YFGM do not engage in regulated activity with children. Members of YFGM who are the parent or guardian of a child may bring them to a YFGM event, but they retain full responsibility for the child, including their care, safety, and general well-being. Historically, YFGM has operated a crèche, but this is not currently provided and any arrangements for care are the responsibility of the parent or guardian and YFGM will not arrange care through our structures or committees. Therefore, the primary focus of this policy is safeguarding in relation to vulnerable adults. However, in the event that a suspicion, allegation or concern is disclosed in the course of YFGM's activities that relates to the welfare of a child (for example, in relation to a member's child), appropriate steps must be taken to protect the child, including reporting the matter in accordance with Appendix D.
4. Over recent years there has been increasing recognition of the way in which vulnerable people can be at risk of harm from organisations that are supposed to help them, either as a result of abuse and exploitation by individuals in positions of trust, or via programme activities in general. Therefore, although this policy predominantly applies to vulnerable adults, the policy principles apply to all YFGM members and the reporting procedures contained in this policy can also be applied to allegations, suspicions or concerns of abuse or harm relating to members who are not vulnerable adults (which may include grievances relating to bullying or harassment). For the purposes of this policy, this broader notion of safeguarding means the range of measures in place to protect people in YFGM, or those it comes into contact with, from abuse and maltreatment of any kind.
5. Safeguarding is everybody's responsibility. However, the following roles are of particular relevance to the policy:

- a. The Safeguarding Lead and Deputy Safeguarding Lead are responsible for:
 - (i) oversight of this policy;
 - (ii) increasing understanding and raising the awareness of members within YFGM of the risks relating to safeguarding;
 - (iii) ensuring that all members (including trustees) are aware of what they should do and who they should go to if they have any safeguarding concerns;
 - (iv) providing an initial point of contact for YFGM members in relation to safeguarding matters;
 - (v) ensuring that all concerns are acted on, clearly recorded, and referred to external authorities as appropriate;
 - (vi) following up on any referrals to ensure that the issues have been addressed;
 - (vii) taking appropriate and proportionate action if this policy is not complied with;
 - (viii) 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;
 - (ix) liaising with Trustees on points of policy or where allegations/disclosures/referrals are made, including to ensure that Trustees comply with their regulatory obligations (including to report serious incidents to the Charity Commission).

- b. The Safeguarding Lead shall be the Pastoral Trustee, unless this role is vacant or the appointee has not yet taken up the role, in which case the Safeguarding Lead shall be the Convenor of Trustees. The Deputy Safeguarding Lead shall be the Convenor of Trustees, unless they are acting as Safeguarding Lead, in which case Trustees shall appoint another Trustee as Deputy Safeguarding Lead. YFGM will ensure that the Safeguarding Lead and Deputy Safeguarding Lead receive relevant training to perform their role.

- c. The Trustees (see Appendix A) are legally responsible for YFGM and must act at all times in the best interests of YFGM and its beneficiaries. They must ensure this policy is adhered to.

- d. The YFGM Co-ordinator is an employee of Britain Yearly Meeting whose role includes providing support to Young Friends General Meeting. They will be expected to be familiar with and abide by the YFGM Safeguarding Policy and there is a pastoral element to their role. As set out in the Memorandum of Understanding between YFGM and BYM, The coordinator will follow the YFGM Safeguarding Policy when involved in YFGM activity, and, conversely, the BYM Safeguarding Policy when involved in BYM activity. If they are in any doubt, they should ask their line manager. If the coordinator is involved in a safeguarding matter (for example if they witness abuse and report it) the YFGM Safeguarding Lead and BYM Safeguarding Officer are required to keep each other informed appropriately.

- e. "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 to respond to well-being concerns for members of the community, to uphold this safeguarding policy and to act in accordance with its principles and procedures.
- f. Members of YFGM are any young adults who attend, or have recently attended, a YFGM event.

3. DEFINITIONS

1. A **child** is anyone under the age of 18.
2. **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; and self-neglect.

Further information about the types of abuse and useful resources are contained in Appendix B.

3. Vulnerable adults or 'adults at risk' are defined as:
 - any person aged 18 or over;
 - who is or may be in need of care and support (e.g. health care, relevant personal care or social care);
 - who, as a result of those care and support needs, is unable to protect themselves from either the risk or experience of neglect or abuse.
4. **Safeguarding children** means protecting them from maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with provision of safe and effective care and taking action to enable all children to have the best outcomes. The welfare of the child is paramount, which means no other considerations should be allowed to override the duty to protect children from harm.
5. **Safeguarding vulnerable adults** means protecting a vulnerable adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the vulnerable adult's well-being is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

4. 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. Providing a safe and trusted environment.

- b. Setting an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge they will be taken seriously by trustees and dealt with appropriately.
 - c. Having adequate safeguarding policies, procedures and measures to protect people and making sure these are made public, reviewed regularly and kept up to date
 - d. Stopping abuse from occurring wherever possible and if possible seeking to address its causes.
 - e. 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.
 - f. 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).
 - g. Providing appropriate guidance and training for all those who hold roles with a pastoral care element (listed in Appendix A).
 - h. Raising awareness and understanding of the different types of abuse and how to respond to them.
 - i. Adopting a procedure for dealing with concerns about possible abuse, handling incidents as they arise and reporting to relevant authorities.
 - j. Supporting those affected by abuse.
 - k. Learning from any safeguarding incidents and putting relevant mechanisms in place to seek to stop them happening again.
 - l. Maintaining good links with other organisations relevant to fulfilling the above commitments.
2. For avoidance of doubt, definitions of different types of abuse and links to further guidance about abuse and the indicators of abuse are included in Appendix B.
 3. This policy is intended to support the safety and well-being of YFGM members and every effort should be made to ensure that members feel safe and supported should the policy be put into action. YFGM believes that all people have the right to protection from abuse regardless of gender, ethnicity,

disability, sexual orientation, transgender status or beliefs. 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, prevent, 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 organisation's legal obligations towards its members, the Charity Commission and wider agencies.

5. WHAT TO DO IF YOU BECOME AWARE OF POTENTIAL ABUSE OR ARE CONCERNED FOR THE WELL-BEING 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 well-being.
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 (including a trustee or role holder) becomes aware of a situation of abuse, an allegation of abuse, a suspicion, an observation, a concern, or an admission of abuse, then they must disclose this to the nominated YFGM Safeguarding Lead. This includes in the following circumstances:
 - a. If you have a general concern about a YFGM member's behaviour or well-being 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.

¹ Adjusted from the presentation of principles used by the Ann Craft Trust. Available at: [accessed 13th February 2018].

- 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 misuses 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 well-being 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, the YFGM coordinator, or a person in the employment of YFGM is behaving in an abusive way towards others, (whether or not at YFGM events).
- f. If you have a suspicion or concern that a child may be subject to, or at risk of, abuse or harm (e.g. you may have concerns about a child who has attended a YFGM event or a child of a YFGM member, as a result of your interactions with the child or their parent / carer).

Disclosures of historical abuse should be treated in the same way as disclosures of current abuse, particularly where there may still be a risk to children and young people and/or adults at risk.

NOTE: The following procedures (including section 6) relates to allegations, suspicions and concerns about adults, including adults at risk. If the allegation, suspicion or concern relates to a child, please use the procedure contained at Appendix D.

Responding to an allegation, suspicion or concern about an adult

4. Where any YFGM member becomes aware of: abuse/the risk of abuse; an allegation or admission of abuse; or a suspicion, observation, concern of abuse or harm:
 - a. If you witness abuse or abuse has just taken place the priorities will be:

- i. To arrange any medical treatment (note that offences of a sexual nature will require expert advice from the police in order to preserve evidence)
 - ii. To call the police if you have witnessed a crime being committed
 - iii. To encourage and support the adult to report the matter to the police if a crime is suspected and it is not an emergency situation
 - iv. To preserve evidence
 - v. To keep yourself and other members safe.
- b. If you receive an allegation of abuse or harm, or someone makes a disclosure to you:
 - i. In the first instance, listen calmly to what the individual is saying, reassure them and assure them that you take their concerns seriously.
 - ii. Don't start to investigate or ask detailed or probing questions but establish the basic facts
 - iii. Don't promise to keep it a secret. If something has been disclosed to you that you feel you need to tell the YFGM Safeguarding Lead against the person's wishes (for reasons outlined in point 7 below), explain to the individual, wherever possible, that this is what you intend to do and why, and make them aware of this policy.
 - iv. Assess the risk and take steps to ensure the adult is not in immediate danger
 - v. Where possible encourage the person to contact the YFGM Safeguarding Lead directly, or offer to accompany them in doing so.
- c. Concerns must then be reported to the Safeguarding Lead as soon as possible and in any event within 24 hours, who will appropriately record the concern and determine the next steps in accordance with this policy. A template form of record is included in this policy as Appendix D – the person making the report can endeavour to fill out the form with as much information as possible, but concerns about completing the form should not be a reason for delaying communication to the Safeguarding Lead.
- d. If it is not appropriate to report the concern to the Safeguarding Lead (e.g. because they are unavailable, directly involved in the incident such as being implicated or a person at risk, or because they are closely related to people involved (including blood or romantic relationships)), concerns should be reported to the Deputy Safeguarding Lead. If this is also not appropriate, concerns should be reported to an available Trustee who is not otherwise unsuitable. Where this means that someone other than the Safeguarding Lead is primarily responsible for determining the next steps, references to 'Safeguarding Lead' in the rest of this section should be read as referring to that person.

- e. Concerns raised should be kept confidential and should not be discussed with anyone other than the Safeguarding Lead/Deputy Safeguarding Lead (or others on a strictly need to know basis), medical professionals 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. The record will be stored for a limited period, unless it is considered appropriate to retain the information following a review of relevant laws and best practice. That period will be for either ten years after the concerns are brought to the attention of YFGM, or three years from the last point at which there is an ongoing relationship between you and YFGM, whichever is the longer.
5. The Safeguarding Lead should clarify that the person is safe and clarify the precise details of the allegation, concern or suspicion. They should address any gaps/ambiguities in the information provided.
 6. If the concern is raised by a third party (i.e. other than a person who is concerned about their own well-being), 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 whether they feel they are at risk,
 - ii. 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 may have 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.
 7. 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:
 - i. if the person is assessed as not having mental capacity (as per the Mental Capacity Act 2005) to provide consent or make the relevant decision (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, including from the Local Authority Adult Social Care Team)
 - ii. if the person is assessed as being or suspected of being subject to coercion or undue influence
 - iii. it is in the person's vital interests (they are at risk of serious harm if no action is taken)
 - iv. there is a concern that there could be a risk to other members of the YFGM community, or the wider community (so disclosure is in the public interest).

If there are grounds for overriding a person's consent for information to be shared, these will be explained to the person and documented.

For adults at risk, decisions need to take into account all relevant information that is available, including the views of the adult in all circumstances where it is possible and safe to seek their views. If the adult does not want to pursue matters through safeguarding action, the Safeguarding Lead should be sure that the adult is fully aware of the consequences of their decisions, and that all options have been explored and that not proceeding further is consistent with legal duties. 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 6-11 below.

6. EXTERNAL 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 should make a referral to or seek advice from the appropriate Adult Social Care Department (which would usually be the Department attached to the Local Authority from which that person primarily receives care and support).

Before doing so, the views of the adult at risk should be sought in accordance with Section 5 paragraphs 6-7 above and any issues relating to consent or mental capacity should have been addressed and recorded. The policies/procedures of the relevant Local Authority should be consulted and any reasonable instructions or advice from the Local Authority should be followed.

2. If the alleged matter may constitute a criminal offence (regardless of whether it involves an adult at risk), the individual should be encouraged to report it to the police themselves and provided with support in doing so. The same considerations with regards confidentiality should apply as in Section 5 paragraph 4(e) above. Where an adult at risk is involved, the Local Authority can be consulted in relation to whether the matter should be reported to the police.

If the matter relates to the abusive behaviour of a YFGM role holder, or there are concerns that others may be at risk of harm/the alleged victim may be at risk of further harm, the Trustees may decide to report the concern to the police even if the alleged victim decides not to. 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. The Safeguarding Lead will be responsible for maintaining an appropriate dialogue with the police, Local Authority or other relevant external authorities and YFGM will cooperate with any external agency’s investigation to the full extent possible.

4. 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. The Safeguarding Lead/Deputy Safeguarding Lead should promptly report any safeguarding incidents to the YFGM Trustee Board so that they can consider whether it is necessary to submit a serious incident report to the Charity Commission in accordance with its guidance.²
5. The Safeguarding Lead, in consultation with the other Trustees or Role Holders as appropriate, should also consider whether it is necessary to report any safeguarding incident to YFGM's insurers (as per the terms of the policy).
6. 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.
7. Although it is hoped that YFGM members will follow this policy and use the procedures and guidelines contained in it, any individual has the right 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).
8. An individual who feels that the Safeguarding Lead or the Deputy Safeguarding Lead has not responded appropriately, or who has a disagreement with the Safeguarding Lead or the Deputy Safeguarding Lead, can communicate their concerns to another Trustee.

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

1. If there are concerns about the well-being 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 5 paragraphs 6 and 7, 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 well-being, unless it is appropriate in the circumstances to report the matter to external agencies without the consent of the member concerned.
2. From time to time, YFGM members may arrange to sleep off-site during YFGM events. YFGM will not be involved in making these arrangements and YFGM does not take responsibility for members choosing to make arrangements to sleep off-site.

² The Charity Commission's guidance as at 22 September 2017 is available at:

3. From time to time, activities may be organised informally by YFGM members which are not formally part of YFGM events, and which take place outside of the venue of the YFGM event. These activities, including pub trips, will not be authorised or supervised by YFGM and will not comprise YFGM activities.
4. Any reports or concerns about abuse/harm or the risk of abuse or harm in the above circumstances must still be reported to the Safeguarding Lead (or other relevant person) in accordance with this policy. Further information on reporting concerns relating to children is contained in Appendix D. Pastoral support remains available to all YFGM members affected by any incident, whether or not at a formally organised YFGM event.

8. ALLEGATIONS INVOLVING YFGM MEMBERS

1. If an allegation is against a YFGM member or role holder (whether in relation to children or adults) it should be reported to the Safeguarding Lead (or other person in accordance with Section 5 paragraph 4(d)) as soon as possible and in any event within 24 hours.

Under no circumstances should any YFGM member undertake an investigation or take any action whatsoever before the matter is appropriately escalated internally and, if appropriate in accordance with Section 6, an initial report is made to the relevant authority and their advice is sought as to next steps. Members must not do anything that may compromise any authority's investigation but must ensure that any immediate action required to remove the person from harm is sensitively taken and all evidence is preserved. If criminal offending is apprehended or suspected, escalation to the police should be a priority (in consultation with the alleged victim).

2. The Trustees, on the advice of the Safeguarding Lead and any external authorities and following a risk assessment, may put in place temporary/interim risk management measures at a YFGM event (as in Section 13), suspend a person's YFGM role, or, in exceptional circumstances, temporarily prevent a person from attending a YFGM event pending further information or investigation, subject to Constitution clause 7.4.1 and subject to appeal as outlined in Constitution clause 7.4.2. Measures should be reasonable and proportionate to risk and the safety of the individual(s) concerned is paramount.
3. The person against whom an allegation has been made should usually be informed about the nature of the allegation made against them after the allegation has been reported, recorded and recognised as a safeguarding issue by the Safeguarding Lead. **However, the person must not be informed of the allegation until consideration has been given to external reporting and, if the matter is reported to an external authority (police or Local Authority), their advice has been obtained.** The circumstances when a person the subject of an allegation may not be informed 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.

4. The key contact for the person against whom an allegation has been made should be the Deputy Safeguarding Lead or another Trustee as allocated by the Trustees, if required.
5. 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 well-being 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.
6. 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.
7. 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 or harmful way, whether it is thought likely this will re-occur, and what risk this might pose to the community and how this relates to any roles that the individual holds within YFGM.
8. 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. There may be circumstances in which it is appropriate for the Trustees to permanently exclude an individual from the YFGM community (for example, where the risk to others cannot be appropriately managed).
9. Any decisions made can be appealed as in section 8.5.c of the YFGM Constitution. Appeals will be heard "by the Eldership committee, or such other group of at least three individuals as shall be acceptable to both the Trustees and the person excluded"

10. Throughout this process the alleged victim (who may or may not be an adult at risk) and, where appropriate, 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 the Trustees will act in accordance with this policy, and may be updated about the stage of investigation with the permission of the alleged victim. Details of the matter will be kept confidential by all parties and information will be shared on a strictly need to know basis. Notes of relevant points of the case should be recorded confidentially by the Safeguarding Lead (see Appendix E) and stored securely in accordance with data protection requirements. Relevant details should be shared with the Trustees (listed in Appendix A) and where appropriate this could be on an anonymised or pseudonymised basis. Confidential information should be shared with as few people as possible throughout the process.
11. The General Meeting will be informed by trustees that a safeguarding incident has occurred, in broad terms and without revealing confidential details, and this will also be included in the Annual Report of YFGM prepared by the Convenor of Trustees.

9. 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, if appropriate and subject to the contrary advice of external authorities, the Trustees may offer parties the possibility to engage voluntarily 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.

10. PASTORAL CARE SUPPORT

1. The Safeguarding Lead will agree with the person who may have been harmed/be at risk of harm whether any measures need to be put in place to manage the risk of harm and ensure 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.

2. 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. This will be the responsibility of Pastoral, unless this is not appropriate, in which case Trustees will assist in identifying an alternative.
3. It may be necessary to share confidential information in order to provide this support. This information will not be shared without seeking and receiving the consent of the individual or individuals whose information is to be shared. Information should be shared amongst as few people as possible. Where possible information should be kept anonymised.

11. 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. If a member raises a legitimate safeguarding concern which proves to be unfounded on investigation, no action will be taken about that person.
2. Any allegations found (following investigation) to be malicious or vexatious will be dismissed and the individual who has vexatiously or maliciously raised an allegation may then be subject to limitations or restrictions on their involvement with YFGM (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).

12. APPOINTMENT TO ROLES

1. People are appointed to roles within YFGM through a Quaker process of spiritual discernment (see 3.22-3.25 of Quaker Faith & Practice). This process involves a Nominations Committee making a nomination to the General Meeting, which may then appoint individuals to roles.
2. Some roles within YFGM have a significant pastoral care element (see list in Appendix A). These roles carry a particular responsibility for safeguarding and YFGM recognises the need to ensure that these individuals are aware of this policy and undertake safeguarding training appropriate and proportionate to their role. We also recognise the need to set up safeguards to minimise the risk of abuse being carried out by people in these roles.
3. YFGM does not undertake what is legally defined as '[Regulated Activity](#)' in relation to adults or children which require DBS (Disclosure and Barring

Service) checks.³ The trustees believe that DBS checks are not required for most people appointed to YFGM roles. As a matter of best practice, YFGM will require the Pastoral Trustee (Safeguarding Lead) and Convenor of Trustees (Deputy Safeguarding Lead) to make a basic DBS check upon appointment to the role.

4. If any member of YFGM becomes aware that an individual who is being considered for a role by the Nominations Committee, who has been nominated for a role, or who has been appointed to a role has a history of abusive or concerning behaviour, they should notify the Safeguarding Lead at the earliest opportunity. The Safeguarding Lead should, if appropriate, confidentially inform the Convenor of Nominations at the earliest opportunity and provide advice on whether and how this should be taken into account in the Nominations process.
5. The Convenor of Nominations should make the Safeguarding Lead aware of any nominations which the Nominations Committee intends to make for roles with a pastoral care element (see Appendix A). If the Safeguarding Lead is aware of any safeguarding concerns about a nominated individual, they should consider whether and how this should be taken into account by the Nominations Committee, and provide advice to the Convenor of Nominations as appropriate.
6. People who are appointed to a role with a pastoral care element will be required to make a declaration upon appointment that they have no relevant criminal record or reason to believe that their past behaviour (whether criminal or not) has presented a risk to others; or that if they are aware of instances of past behaviour which have presented a risk that these have been discussed openly with the Safeguarding Lead who has taken appropriate steps to manage any risks. This declaration shall be made to the Safeguarding Lead and recorded using a written form (see Appendix F).
7. In the event that an individual who has been appointed to a role has declared past behaviour which has presented a risk to others, or concerns have been raised about an individual by a third party, the Safeguarding Lead should consider (by reference to this policy) whether reporting to external authorities is appropriate in the circumstances; whether the matter should be escalated internally (for example, to consider reporting to the Charity Commission or notifying insurers); and/or, if appropriate, discuss this with the individual and make appropriate inquiries to ensure that they are satisfied that the individual

³ Regulated activity in relation to adults includes the provision to an adult of: health care by, or under the direction or supervision of, a health care professional; relevant personal care (includes physical assistance with eating, drinking, washing etc., or prompting and supervising where the person is unable to make a decision without prompting and supervising); relevant social work by a social care worker to an adult; assistance in relation to general household matters to an adult who is in need of it by reason of age, illness or disability; any relevant assistance in the conduct of an adult's own affairs; the conveying of adults who need to be conveyed by reason of age, illness or disability.

is of appropriate character and they have taken appropriate steps to manage any risks.

8. The declaration should be shared with individuals when the Nominations Committee discuss a role with them, prior to nomination. Questions or concerns should be directed to the Convenor of Nominations in the first instance, who may direct the individual to the Safeguarding Lead as appropriate. Conversations between an individual and the Safeguarding Lead to establish appropriate character and to consider the management of any risks may take place before nomination or appointment to a role.
9. For each person appointed to a role with a pastoral care element, the Safeguarding Lead will be required to countersign the form to confirm that the declaration has been made, any necessary conversations have taken place, and that they have taken appropriate steps to manage any risks.
10. If an individual who has been appointed to a role with a pastoral care element does not make this declaration, if they are found to have made a false declaration, or if the Safeguarding Lead is not satisfied that the risks associated with that person taking up the role can be adequately managed, then they will not be allowed to take up the responsibilities of the role. In such cases, it may be appropriate for the General Meeting to consider releasing that person from the role and making a fresh appointment.
11. People who are appointed to the role of Pastoral Trustee or Convenor of Trustees will be required to make a basic DBS check upon appointment. The Safeguarding Lead will consider whether the information disclosed is consistent with the declaration that that person has made, and whether it indicates past behaviour which has presented a risk to others, and will make an assessment on whether the appointment of that person presents a risk to others and whether this can be adequately managed. If the Safeguarding Lead is not satisfied that the risk associated with that person taking up the role can be adequately managed then they will not be allowed to take up the responsibilities of the role. In such cases, it may be appropriate for the General Meeting to consider releasing that person from the role and making a fresh appointment.
12. Any individual appointed to a role must promptly inform the Safeguarding Lead if they are under investigation for any criminal offence or are the subject of an investigation or allegation relating to safeguarding.

13. 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 of site could be funded by YFGM). In exceptional circumstances there may be events which a person's attendance is deemed to be inappropriate.

14. 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, as proportionate to their roles.
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 use their best endeavours to comply with the legal and regulatory framework of the country in which any event is taking place, taking advice as appropriate. However, the procedures in this policy should be followed unless inconsistent with the requirements of the local law of a relevant third country and/or where external reporting may give rise to a risk of harm to the victim (e.g. due to local law).
7. 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, and will report that this has happened to the General Meeting. If substantive changes are required, Trustees may implement these

provisionally but must refer the changes to General Meeting at the earliest opportunity.

15. SUPPORT FOR THE SAFEGUARDING LEADS

1. If the Safeguarding Lead, Deputy Safeguarding Lead, or any role-holder involved in responding to a safeguarding issue needs to disclose some of what they have heard for their own emotional well-being they should do so as anonymously and confidentially as possible, first seeking support from another Trustee, or, with the assistance of Trustees as necessary, with someone from outside the community with whom they can discuss the situation.

16. REVIEWING OF POLICY

1. This policy will be reviewed annually by the Trustees at the Trustee weekend, and when there is a change in UK law or when an incident occurs that highlights a need for change – whichever occurs first.
2. The Trustee with primary responsibility for reviewing this policy against current legal standards and best practice shall be the Safeguarding Lead.
3. A copy of this policy will be publicly available on the YFGM website.

17. APPROVAL

This policy was approved by YFGM at General Meeting on 27 October 2018 [Minute 2018.28] and amended on 24 February 2019 [Minute 2019.12]. The previous policy was adopted as a provisional policy on 23 February 2018.

A. Appendix A - Trustees and other roles with a pastoral care element

The primary roles within YFGM with responsibility for safeguarding are the Safeguarding Lead and Deputy Safeguarding Lead. Both of these roles will be filled by Trustees of the organisation, in line with Section 2.5.b.

| | |
|---|------------------------------------|
| Safeguarding Lead & Deputy Safeguarding Lead | yfgm.safeguarding@gmail.com |
|---|------------------------------------|

The trustees are as follows:

| | |
|----------------------|--|
| Post | |
| Convenor of Trustees | Convenoroftrustees@gmail.com |
| Co-clerks (2) | Yfgmclerk@gmail.com |
| Finance Trustee | Yfgm.finance.trustee@gmail.com |
| Elder Trustee | yfgm.elder.trustee@gmail.com |
| Pastoral Trustee | Yfgm.overseer.trustee@gmail.com |
| Management Trustee | Yfgm.management.trustee@yfgm.com |
| Logistics Trustee | Yfgm.logistics.trustee@gmail.com |

For the purposes of this policy, the following roles within YFGM are considered to have a significant pastoral care role. These individuals will be provided with appropriate training, will be required to make a declaration of their acceptance and understanding of this Safeguarding Policy upon appointment to the role (see Appendix F), and are expected to comply with this policy at all times and maintain high standards of safeguarding behaviour.

- All Trustees
- Members of the Pastoral Committee
- Members of the Eldership Committee
- Members of the Outreach Committee
- Convenor of Nominations

The YFGM Co-ordinator is an employee of Britain Yearly Meeting whose role includes providing support to Young Friends General Meeting. They will also be expected to be familiar with and abide by the YFGM Safeguarding Policy and there is a pastoral element to their role.

B. 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

It can often be difficult to recognise abuse. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further. Someone can abuse a person by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a person or by a complete stranger; it can be carried out deliberately or unknowingly; and it may be single acts or repeated acts.

For further clarity on what might fall under each of these types of abuse and what indicators of abuse might be, see the Care and Support Statutory Guidance (particularly from paragraph 14.16 onwards) and the guidelines published by the Social Care Institute of Excellence, for Adult Safeguarding. It is strongly recommended that all relevant officers read the safeguarding section of the Care and Support Statutory Guidance and the most up to date guidelines on Types and Indicators of Abuse produced by SCIE and that these be used in any internal training:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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

-

Further information on the signs, symptoms and effects of child abuse and neglect is available from the NSPCC at:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

C. Appendix C – Working with vulnerable adults

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.

We have a particular responsibility to those within our community who are vulnerable. The primary focus of this policy is the safeguarding of vulnerable adults.

Vulnerable adults or **'adults at risk'** are defined as:

- any person aged 18 or over;
- who is or may be in need of care and support (e.g. health care, relevant personal care or social care);
- who, as a result of those care and support needs, is unable to protect themselves from either the risk or experience of neglect or abuse.

In addition to the code of conduct which applies when working with anyone taking part in YFGM activities, we commit to this high-level code of conduct that applies when working with vulnerable adults.

Anyone working with vulnerable adults declares that they:

- When engaging with vulnerable adults, will always:
 - Avoid working alone with vulnerable adults and plan your work so that at least two adults are present at any time;
 - Avoid inappropriate physical contact with a vulnerable adult;
 - Behave appropriately; make sure that language is moderated in the presence of vulnerable adults and refrain from jokes or comments that may cause discomfort or offence;
- When engaging with vulnerable adults, will never:
 - Develop physical/sexual relationships with them;
 - Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
 - Behave verbally or physically in a manner that is inappropriate or sexually provocative;
 - Do things for a vulnerable adult of a personal nature that they can do for themselves;
 - Condone, or participate in, behaviour of a vulnerable adult that is illegal, unsafe or abusive; or
 - Act in ways intended to shame, humiliate, belittle or degrade vulnerable adults, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular vulnerable adults to the exclusion of others.

D. Appendix D – Procedure for Reporting Safeguarding Concerns in relation to Children

Where any YFGM member has a suspicion, allegation or concern that a child may be suffering abuse/harm or be at risk of abuse/harm, where they are the recipient of a disclosure from a child that they are being harmed/are at risk of harm, or where they witness a child being harmed, they should follow the below procedure.

The broader principles of this policy also apply to children and should be followed unless inconsistent with the below procedure:

1. If you witness abuse or abuse has just taken place the priorities will be:
 - a. To arrange any medical treatment
 - b. To call the police if you have witnessed a crime being committed
 - c. To preserve evidence
 - d. To keep yourself, the child and other members safe
2. If you have a suspicion or receive a disclosure or allegation of abuse or harm in relation to a child:
 - a. In the first instance, listen calmly to what the person is saying, reassure them and assure them that you take their concerns seriously.
 - b. Don't start to investigate or ask detailed or probing questions but establish the basic facts
 - c. Don't promise to keep it a secret – explain who you will need to share the information with and why
 - d. Assess the risk and take steps to ensure the child is not in immediate danger
 - e. Promptly report the matter to the Safeguarding Lead

If you have safeguarding concerns about a child or children as a result of something said by an adult, you should not discuss those concerns with the adult before reporting to the Safeguarding Lead.

3. Concerns must then be reported to the Safeguarding Lead as soon as possible and in any event within 24 hours, who will appropriately record the concern and determine the next steps in accordance with this policy. A template form of record is included in this policy as Appendix E – the person making the report can endeavour to fill out the form with as much information as possible, but concerns about completing the form should not be a reason for delaying communication to the Safeguarding Lead.
4. If it is not appropriate to report the concern to the Safeguarding Lead (because they are unavailable, implicated in the incident or closely related/involved with people concerned), concerns should be reported to the Deputy Safeguarding Lead. If this is also not appropriate, concerns should be reported to an available Trustee who is not otherwise unsuitable. Where this means that someone other than the Safeguarding Lead is primarily

responsible for determining the next steps, references to 'Safeguarding Lead' in the rest of this section should be read as referring to that person.

5. Concerns raised should be kept confidential and should not be discussed with anyone other than the Safeguarding Lead/Deputy Safeguarding Lead (or others on a strictly need to know basis), medical professionals and such statutory and law enforcement officials as may be required. A complete record of the concerns should be made. The record should be kept in a secure place. The record will be stored for a limited period, unless it is considered appropriate to retain the information following a review of relevant laws and best practice. That period will be for either ten years after the concerns are brought to the attention of YFGM, or three years from the last point at which there is an ongoing relationship between you and YFGM, whichever is the longer.
6. Where possible, the Safeguarding Lead should clarify that the child is safe and clarify the precise details of the allegation, concern or suspicion. They should address any gaps/ambiguities in the information provided.
7. If a child or young person has suffered harm or is at risk of harm, the Safeguarding Lead should contact the Local Authority Designated Officer (LADO) as soon as possible. If there is any uncertainty as to whether a referral should be made, the LADO should be contacted for advice (providing an anonymised outline of events if appropriate). The policies/procedures of the relevant Local Authority should be consulted and any reasonable instructions or advice from the LADO should be followed. The Safeguarding Lead should also decide who should inform the child's family or carer (if appropriate) and when they should be informed, taking advice from the LADO.
8. If the alleged matter may constitute a criminal offence, the matter should be reported to the police. The LADO's advice can be sought on this point. Depending on the involvement of the child's parent/carer/guardian, they should be consulted prior to a police report being made (although their consent is not required for a report to be made, if the Safeguarding Lead considers a report to be necessary and appropriate in the circumstances).
9. The Safeguarding Lead will be responsible for maintaining an appropriate dialogue with the police, Local Authority or other relevant external authorities and YFGM will cooperate with any external agency's investigation to the full extent possible.
10. The Safeguarding Lead/Deputy Safeguarding Lead should promptly report any safeguarding incidents to the YFGM Trustee Board so that they can consider whether it is necessary to submit a serious incident report to the Charity Commission in accordance with its guidance.⁴

4 The Charity Commission's guidance as at 22 September 2017 is available at:

11. The Safeguarding Lead, in consultation with the other Trustees or Role Holders as appropriate, should also consider whether it is necessary to report any safeguarding incident to YFGM's insurers (as per the terms of the policy).

E. Appendix E - Safeguarding Incident Reporting Form

This form must be completed as soon as possible after witnessing abuse, receiving information that causes suspicion or an allegation of the abuse of a vulnerable adult or if you have safeguarding concerns about a child or adult. This must be discussed with the Safeguarding Lead or Deputy as soon as possible. Do not delay reporting by attempting to obtain information to complete the details.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the vulnerable adult. Do not discuss this incident with anyone other than those who need to know. Ensure that this form is kept securely and confidentially if in hard copy format or is password protected if stored electronically.

Continue on a separate sheet of paper if required and attach securely to this form.

| | |
|--|--|
| Basic Information | |
| Name of child or 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? Who was informed? | |
| Was the concern raised by someone other than the child/adult at risk? If so, give details of who and when. | |
| When was initial contact made with the child/ adult at risk | |

| | |
|--|--|
| Record of initial report of incident | |
| 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. | |
| Description of any visual injuries or concerning behaviour exhibited by the child/adult at risk | |
| Details of any witnesses | |
| Who else has been told? (include names, contact details, date of initial contact, what has been conveyed, add notes of further contact if any) | |
| Does the adult at risk wish action to be taken forward? What did they say in their own words? Did they provide consent for the police/local authority to be contacted? | |
| If no, are there reasons of public interest, capacity, undue influence or vital interests which override this desire? | |
| Have the police or any other statutory authorities been consulted or notified (e.g. the Local Authority Adult Social Care team). If so, include reference numbers, contact information, a | |

| | |
|---|--|
| summary of advice received | |
| What immediate response has been taken to protect the individual at risk (and, if applicable, others) | |

-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 an 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? | |

F. Appendix F - Safeguarding Declaration

This form is to be completed upon appointment to any role within YFGM that has a pastoral care element as set out in the YFGM Safeguarding Policy, Appendix A.

This form is valid and applies until you are released from this role. If you take on a new role which is on the list of roles with a pastoral care element, or if the Safeguarding Policy is updated, you may be asked to complete this form again to confirm your acceptance of the policy. If you do not complete this form upon appointment to your YFGM role, you will not be able to take up the full duties of the role. Please speak to the convenor of the Nominations Committee before agreeing to be nominated for a role if you are not willing to sign this form.

By completing and signing this form, you declare that you:

- Have read Young Friends General Meeting's Safeguarding Policy, including all relevant appendices.
- Understand the responsibility of role holders to comply with and uphold the Safeguarding Policy at all times, to maintain high standards of safeguarding behaviour and to respond to well-being concerns for members of the community.
- When engaging with anyone taking part in YFGM activities, will always:
 - Treat them with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
 - Avoid inappropriate physical contact;
 - Conduct interactions that are safe, appropriate, and sensitive to their feelings;
 - Be aware of situations that may present risks and manage these; and
 - Be familiar with the procedures for reporting concerns or incidents in accordance with the YFGM Safeguarding Policy and promptly report any such concerns or incidents.
- When engaging with anyone taking part in YFGM activities, will never:
 - Hit or otherwise physically assault, harm or abuse them;
 - Develop relationships with them that could in any way be deemed exploitative or abusive;
 - Act in ways that may be abusive or may place them at risk of abuse;
- Either:
 - Have no criminal record relevant to safeguarding or pastoral care, **and** have no reason to believe that your past behaviour (whether criminal or not) has presented a risk to others; **or**
 - Have discussed your relevant criminal record or past behaviour with the YFGM Safeguarding Lead, who has taken appropriate steps to manage any risks.
- Will promptly inform the Safeguarding Lead if you are under investigation for any criminal offence or are the subject of any investigation or allegation relating to safeguarding.
- Understand that you should contact the YFGM Safeguarding Lead (Pastoral Trustee) or Deputy Safeguarding Lead (Convenor of Trustees) if you have any safeguarding concerns about yourself or another member of the community, or if you have any queries about the Safeguarding Policy. You

can contact both at , or email them individually at or). If neither are suitable or available, you should contact another Trustee.

- Agree that you will uphold the well-being of YFGM members and will carry out your YFGM role in accordance with the YFGM Safeguarding Policy.

I accept the YFGM Safeguarding Policy.

Signature:

Date: _____ / _____ / _____

Name:

YFGM Role:

Once completed, this form should be counter-signed by the Safeguarding Lead and returned to the YFGM Coordinator at Friends House, 173 Euston Road, London, NW1 2BJ.

TO BE COMPLETED BY THE SAFEGUARDING LEAD

I confirm that _____ (name) has either confirmed that they either have no criminal record relevant to safeguarding or pastoral care, and have no reason to believe that their past behaviour has presented a risk to others; or that I have discussed with them their relevant criminal record or past behaviour and have taken appropriate steps to manage any risks.

If steps have been taken to manage risks, outline them here:

Signature:

Date:

Name: