



Friends Southern Summer Events Safeguarding Policy

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Article 1: Organisation details and named contacts

Name of Organisation: Friends Southern Summer Events (FSSE)

Address: 30 Lucombe Way, New Earswick, York, YO32 4DS

Telephone Number: 01904 762983

General Email address: info@fsse.org.uk

Charity Number: 1155420

Insurance Company: Methodist Insurance PLC

Membership of religious organisation: Britain Yearly Meeting of the Religious Society of Friends (Quakers)

FSSE Clerk Name: David Holtam

FSSE Clerk Contact Email: info@fsse.org.uk

Safeguarding Coordinator: Candia Crosfield

Phone number: +44 7884 263 757

Email: candia.crosfield@gmail.com

Britain Yearly Meeting Safeguarding Officer: Mark Mitchell

Phone number: 0207 663 1156

Email: safe@quaker.org.uk

thirtyone:eight (was CCPAS/The Churches' Child Protection Advisory Service):

Phone number: 0303 003 1111

Email: info@thirtyoneeight.org

NSPCC:

Phone number: 0808 800 5000

Email: help@nspcc.org.uk

This is a version of the document that goes on our website and the following role holders are different for each event and can change year to year. For the following information please contact info@fsse.org.uk

Event Coordinators:

Coordinator 1:

Phone number:

Email:

Coordinator 2:

Phone number:

Email:

Event Safeguarding lead:

Phone number:

Email:

Article 2: Context

The events run by Friends Southern Summer Events (FSSE) are spiritual gatherings for young people based on and centred round Quaker beliefs, testimonies, concerns, and methods. They are an opportunity for young people to be together in a Quaker environment. These events are organised and run to enable everyone to be part of a caring and supportive community.

Friends Southern Summer Events' (FSSE) charitable objectives are:

- (a) to promote and advance the religious education of the community and in particular of young people, including those of the Quaker tradition, and others with an interest in learning more about Quakers.

AND in furtherance thereof:

- (b) to organise and promote events for the spiritual growth and moral benefit of the community and in particular of young people with an interest in Quakers.
- (c) to disseminate by whatever means the ideals of truth, non-violence, and equality within a Quaker background; and
- (d) to promote any purpose that is charitable according to the laws of England and Wales and for the benefit of the public as may from time to time be determined by the Trustees.¹

FSSE fully recognises its responsibilities for safeguarding children and young people and is committed to promoting a positive, supportive, and secure environment where everyone feels safe, included, supported and valued.

The FSSE Safeguarding Policy should be used in conjunction with:

- other FSSE policies and guidelines - in particular Appendix 4: Volunteer Guidelines and 'FSSE DBS Guide' (available on request from info@fsse.org.uk)²
- the BYM Safeguarding Policy³
- the BYM Event & Activity Management Policies and Procedures⁴
- the BYM Insurance and Records Keeping Policy⁵ and the Government's Information Sharing document.

We have written this policy with guidance from thirtyone:eight (previously known as CCPAS) and with consultation with the FSSE Trustees.

This policy applies to Junior Gathering and Senior Conference, and any other event run under the auspices of FSSE.

All documents that this policy refers to are accessible either online – all links provided in footnotes - or available on request from info@fsse.org.uk.

¹ FSSE CIO Constitution (2014) - <http://fsse.org.uk/files/FSSE-CIO-Constitution.pdf>

² Stored in FSSE doc store under FSSE>Event Support>Safeguarding and DBS – available on request

³ BYM Safeguarding Policy - <https://www.quaker.org.uk/documents/safeguarding-policy-2021-07-12>

⁴ BYM Event & Activity Management Policies and Procedures -

<https://www.quaker.org.uk/communities/children-and-young-people-2/i-work-with-children-and-young-people-in-a-quaker-setting/policies-procedures>

⁵ BYM Insurance and Records Keeping Policy - <https://www.quaker.org.uk/documents/events-and-activities-procedures-and-guidance-3-insurance-and-records-keeping>

2.01: Note on terms

'Volunteer' - this includes all adult volunteers at events which may be variously called:

- 'Staff'
- 'Volunteers'
- '22+'s'
- or 'Responsible Adults'.

The participants of the events, all of whom are aged 18 or under, may be referred to throughout this policy by any of these terms:

- 'child'
- 'children'
- 'young person'
- and 'young people'

'Senior Conference (SC) Arrangements Committee' refers to the group of young people (typically aged 17-18) who plan Senior Conference, one of our events.

The Event Coordinators are responsible for the management of the event and the well-being of the volunteers and participants. There is typically 2 Event Coordinators for each event.

The Designated Safeguarding Lead is the individual responsible for child protection at the event. This person must not be one of the Event Coordinators.

The Safeguarding Coordinator is a member of the Board of Trustees who is responsible for safeguarding across our organisation. They do not attend the events and act as an off-site contact.

The Board of Trustees are a group of people of over 16 years of age. Their job is to oversee the running of FSSE [see FSSE constitution⁶ point 16]. All Trustees must have an enhanced DBS check with a children's barred list check.

An 'incident' refers to one of the following:

- A volunteer witnesses behaviour (of a participant or another volunteer; verbal or physical) at the event that is a safeguarding concern.
- Or a volunteer witnesses behaviour that indicates that there may be a safeguarding concern.

A 'disclosure' refers to one of the following:

- A child or young person making a statement/sharing something relating to abuse outside the event.
- A child or young person making a statement/sharing something relating to abuse at the event.
- A child or young person or volunteer reporting suspicion or evidence relating to abuse.

⁶ FSSE CIO Constitution (2014) - <http://fsse.org.uk/files/FSSE-CIO-Constitution.pdf>

Article 3: Policy Outline

FSSE will ensure the responsible recruitment of volunteers by checking their suitability to work with young people using a thorough application process.

This policy outlines the procedures for responding to disclosures or identifying causes for concern.

This policy will outline how young people can voice their concerns, complaints, or comments to an adult independent of the events.

3.01 Event Procedures

For the procedure to follow in the event of a safeguarding concern or incident see Appendix 3.

To ensure the safeguarding of young people and those who work with them, FSSE will:

- Ensure that events follow the appropriate BYM Event & Activity Management Policies and Procedures⁷.
- Where appropriate take account of guidance from the relevant Local Authority Child Protection Department.
- Ensure safer recruitment practices are always followed [see section 3.02 Safer Recruitment].
- Ensure that there is a Designated Safeguarding Lead responsible for child protection at each event who has received appropriate training and support for this role. This person is responsible for making sure all staff are aware of, have understood and accept this policy and their responsibilities as an FSSE volunteer.
- Ensure that all records are kept securely.
- The Designated Safeguarding Lead and the Event Coordinators will liaise on what information is appropriate to share with volunteers, Trustees, and members of Management Committee. As far as possible the names and full personal details of individuals involved should remain confidential.
- Ensure that this policy is reviewed and evaluated annually and presented to the Trustees for approval. This policy will also be updated in accordance with guidance and regulations from Britain Yearly Meeting and from the UK Government. Any significant updates will be brought to the attention of the Trustees.
- FSSE has a statutory obligation to inform social services if a young person is suffering harm or is at significant risk of harm. This will be done with the knowledge of parents/carers unless this action is deemed to put the young person at further risk [See Appendix 2].
- During events the responsibility for ensuring this policy is adhered to rests with the Event Coordinators. It is the responsibility of Management Committee and the Trustees to ensure that the Event Coordinators and Designated Safeguarding Lead receive appropriate training and support in implementing this policy.

⁷ BYM Event & Activity Management Policies and Procedures -

<https://www.quaker.org.uk/communities/children-and-young-people-2/i-work-with-children-and-young-people-in-a-quaker-setting/policies-procedures>

3.02 Safer recruitment

In recruiting volunteers, FSSE will ensure:

- Volunteers are checked for their suitability to work with young people through the appropriate procedures and agencies.
- Volunteers have an enhanced criminal record check carried out through the Disclosure and Barring Service (DBS), with a children's barred list check, and are registered on the Update Service.
- DBS checks for returning volunteers must be less than three years old at the time the event takes place or already on the Update Service.
 - In this case, the person checking the DBS check will need to check online with the Update Service to see if there have been any changes.
- DBS checks are carried out by the Volunteer Recruitment Coordinator.
- Ensure 2 written references from every potential volunteer have been obtained.
 - This is primarily the responsibility of the Event Coordinators.
 - One of these references should be from someone unconnected with FSSE or any FSSE event.
- All potential volunteers are interviewed prior to the event.
 - Safeguarding is discussed at interview.
- Volunteers are given a copy of the FSSE Safeguarding Policy and understand how to report concerns.

In the unlikely event that a staff member is recruited at very short notice ahead of the event and there is not adequate time for a DBS check to be completed, the following must happen:

- The volunteer will be someone known to at least one member of the core team of the event.
- The volunteer will have undergone all of the other parts of the application process and been interviewed by the Event Coordinators.
- A DBS application will have been completed and posted before the start of the event and reviewed in retrospect.
- All of the other staff of the event will be aware of the volunteer's status.
- As the work of staff is classed as Regulated Activity, a volunteer without a DBS check must be supervised at all times; the volunteer will be allowed no 'one to one' contact with the young people for the duration of the event and other staff will be vigilant to ensure that this does not occur.

When a conviction is shown on the DBS check, the Volunteer Recruitment Coordinator will discuss this with the potential volunteer and share this information with the Safeguarding Coordinator. Together they will decide if that conviction affects the safeguarding of the participants. Where necessary, Safeguarding Coordinator will take it to the board of Trustees for further consideration.

Discretion should be applied by the Event Coordinators and if there is any doubt that an individual should be recruited as a volunteer for the event, the Event Coordinators will inform the Trustees. All involved are expected to err on the side of caution.

3.03 Allegations against Staff

In the event an allegation is made against a member of the staff team, whether by a young person, another member of the staff team, or another person, the Designated Safeguarding Lead and the Event Coordinators must ensure that the individual is kept away from all of the young people and that the young people are safe.

The Trustees must be informed when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved in a way that indicates they may not be suitable to work with children.

The Safeguarding Coordinator will support the staff in dealing with the allegation management. The Designated Safeguarding Lead will contact thirtyone:eight for advice and guidance throughout the process and will keep in close communication with the Safeguarding Coordinator.

Regardless of whether a police and/or Children Social Work Service investigation follows, an internal investigation should take place and consideration is given to the operation of disciplinary procedures. This may involve immediately sending the staff member home, depending on the nature of the incident.

Parents and carers may need to be informed about the incident and the young person(s) involved may want to leave the event early.

3.04 Roles and Responsibilities

Sexual activity in any form is not allowed at any of our events and anyone engaging in sexual activity will be immediately sent home from the event. According to the 2022 amendment of the Sexual Offences Act (2003), it is illegal for faith group leaders in a position of trust who are 18 years old and over to engage in a sexual act or engage in a sexual relationship with a 16- or 17-year-old, despite being over the age of consent. This includes all volunteers and members of the Management Committee (members of MC is outlined below).

Volunteers:

- Must be clear as to their role and responsibilities in reference to safeguarding procedures [See Appendix 1: Guidance to Volunteers on Responding to Disclosures or Causes for Concern] and deal with disclosures/causes of concern in line with these.
- Must read the FSSE Safeguarding Policy. They will be required to sign a copy of Appendix 4: Volunteer Guidelines to confirm they understand and agree to them.
 - The Event Coordinators and the volunteers will each keep a signed copy of the Volunteer Guidelines.
- Should be alert to signs and indicators of possible abuse. See Appendix 5: Signs and Indicators of Abuse for current definitions of abuse and examples of harm.

Designated Safeguarding Lead:

**This is a living document.
Reviewed by Kit King and Candia Crosfield in July 2023.**

- Must ensure that all volunteers understand their responsibilities in being alert to the signs of abuse and referring any concerns in accordance with the procedures laid out in this policy.
- Must ensure that this policy is adhered to, and the wellbeing of the young people is always priority.
- Must ensure any allegation made against a volunteer will result in that individual leaving the event and an investigation being carried out.
- Must ensure that detailed records are made of any disclosures and concerns and information passed on (e.g., to parents, school, the young person's Local Authority) where necessary. Any further action must be recorded accurately.
- Support and supervise any member of the staff team who has received a disclosure or brought a concern about a young person and/or who is involved in the following of safeguarding procedures in any way.

Parents and carers

- Parents and carers are required to share any information about their child which may significantly impact the staff team and other participants on the booking form.
 - The Event Coordinators, with the support of the Trustees, are then able to make an informed decision about what support will have to be put in place (e.g., 1:1, additional volunteer) to accommodate them at the gathering to make it a rewarding and safe experience for all participants.
- The form states that if information, such as behavioural/ social challenges, learning disabilities, mental health problems or physical needs are not disclosed, the Event Coordinators reserve the right to request that the parent/carer to come and collect the young person.
 - If for any reason this was refused, further action may need to be taken.

Management Committee

The Management Committee (MC) is ultimately accountable for all that happens on FSSE, including the implementation of policies and procedures. This committee comprises of the Clerk and Assistant Clerk of FSSE, Treasurer, Trustees (inc. Safeguarding Coordinator), Event Coordinators, and the Publicity Coordinator. The MC should:

- Support and supervise the staff team.
 - Mainly, the Trustees will support and supervise the Event Coordinators and the Event Coordinators will support and supervise the staff team.
- Provide information about procedures to follow if an allegation is made.
- Ensure all staff have training to recognise the signs and symptoms of abuse.
- Ensure that all staff have enhanced DBS checks, and that this policy is adhered to in the unusual circumstance that a check has not been completed in time for the event.
- Have correct policies in place covering FSSE activities e.g., health and safety, risk assessments, etc.
- Understand what good safeguarding practice is and take responsibility for ensuring this is undertaken by all staff within FSSE.

The role of the Safeguarding Coordinator is also to support and supervise the Designated Safeguarding Lead and the Event Coordinators.

3.05 Recording and Managing Confidential Information

Recording the information

Record your concerns accurately and legibly on a Cause for Concern Form [Appendix 6]. Pass the completed form on to the Designated Safeguarding Lead.

Details should include:

- The young person's name.
- Date and time of the disclosure/concern.
- A detailed account. If a young person has made a disclosure, it needs to be recorded verbatim as far as possible. Also include your observations, e.g., describe the behaviour and emotional state of the young person and/or bruising or other injuries.
- It is important that you **state the facts only** and **not your interpretation**.
- Record whether you are expressing your own concerns or passing on those of someone else.
- Sign and date the report.

Keeping Records Safe and Confidential

Record Keeping practice must be in line with the FSSE Data Protection and Security Policy Data Statement⁸, which is informed by BYM Event & Activity Management Policy Procedures Guidance 3: Insurance and Records Keeping⁹ and the Government's Information Sharing document¹⁰.

In summary, the following documents must be kept securely (i.e., in the appropriate file, which should be marked 'Confidential' where appropriate, and locked in a cabinet) at the event and then held securely for one year by a responsible named person who is a member of FSSE. After a period of one year, the Trustees will arrange for the records to be stored, at Friends' House for example, for as long as it is required in case of any historic safeguarding concerns being raised. The relevant documents come under the headings as follows:

- Health and Safety Records (e.g., risk assessments)
- First Aid Records
- Participant Consent and Medical Information
- Child Protection Records
- Participant/Volunteer Lists
- Cause for Concern Forms
- Volunteer Information and Consent Form
- Volunteer References
- Volunteer DBS information
- Event timetable and session records

⁸ FSSE Data Protection and Security Policy Data Statement - <https://fsse.org.uk/files/FSSE-Data-Protection-and-Security-Policy-Data-protection-statement.pdf>

⁹ BYM Insurance and Records Keeping - <https://www.quaker.org.uk/documents/events-and-activities-procedures-and-guidance-3-insurance-and-records-keeping>

¹⁰ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf

The sharing of electronic information must be done in a secure way. Any electronic information that is not already in hard copy must be printed and archived as above after one year.

3.06 Online Event Safeguarding

'Online safeguarding' means safeguarding involving the use of electronic devices and applications to communicate and access the Internet. In practice, it means protecting children, young people, and adults at risk from harm in the online environment at our organised online events, through the implementation of effective technical solutions, advice and support from organisations like BYM or thirtyone:eight as well as procedures for managing incidents.

Responding to an online disclosure or incident at an event

In the event of an incident or disclosure of such abuse, staff/volunteers will deal with it the same way as other safeguarding incidents, following the guidance in this policy.

The main principles remain the same, whether the event is held online or in-person; the safety of the child, young person, or adult at risk is the highest priority. If anyone has a concern about the safety of a child, young person, or adult at risk then they must act quickly and, assess the urgency of the situation, and follow the safeguarding procedure outlined in Appendix 1 and Appendix 3.

For further guidance, you can contact the BYM Safeguarding officer or receive advice from the thirtyone:eight telephone helpline.

Online behaviour guidelines for staff and volunteers

To uphold Quaker safeguarding principles, our volunteers and staff will adhere to the following guidelines:

- We will ensure all our activities support all our children, young people, adults at risk, staff, and volunteers to stay safe online.
- We will risk-assess all online events to make sure appropriate safeguards are in place.
- We will maintain clear and open relationships with parents and/or carers regarding communication with them and their children or young people. Any exceptions to this will be carefully assessed and risk-managed by at least two staff/volunteers. This will typically be Event Coordinators and Designated Safeguarding Lead for the event.
- We will be clear and explicit with children, young people, and adults at risk about information that we need to share and why.
- We will be friendly and professional in our communications, not over-familiar or personal. We will not share personal information or request or respond to any personal information from a child or young person or adult at risk, other than that which might be essential as part of the role we are carrying out on behalf of FSSE.
- Staff members will use electronic communications only to communicate with those attending young people's events (11-18s) and in such circumstances will abide by the guidelines set out by the service provider; for example, WhatsApp may only be used by those aged 16+.
- Volunteers will not communicate with young people by mobile phone or email, unless with a young person who is a member of the SC Arrangements Committee and with parental consent and at least one other staff member copied into the message, or forwarded a copy as soon as practicable.
- In our email communications with children and young people, we will only communicate specific information relating to the work of FSSE. We will not use email communications as a tool for building one-to-one relationships.

- When communicating electronically with a person we know to be an adult at risk, we will always copy in a responsible person from within our organisation. This could be an Event Coordinator, the Safeguarding Coordinator, or another Trustee. This is to achieve maximum transparency in our dealings with that vulnerable person.
- We will not delete records of electronic contact with individuals or groups of children, young people, or vulnerable adults, including text messages and emails. This is a requirement of the Independent Inquiry into Child Sexual Abuse (IICSA) and will be reviewed when the enquiry is complete.
- We will always respect a person's right to confidentiality unless abuse or harm is suspected or disclosed.
- When using electronic communications with young people, contact will take place between 9am and 9pm. Contact will preferably only be made on non-school days during term time – this does not apply during the summer holidays, due to the nature and timing of our events. Exceptions can be made in certain circumstances, such as an emergency, for an online event, or for notification of a short notice change of plans.
- We will not use visual communications (Skype, Zoom, etc.) to communicate with children and young people, unless for a specific pre-planned event (for example a planning meeting), which will be supervised by trained staff and volunteers. All online events will have a staff member appointed to provide support and guidance to volunteers.
- Where practicable, staff and volunteers will use headphones at online events for the purposes of confidentiality.

Please see Appendix 7 for advice on Using Zoom safely.

This section has been adapted from the BYM Online Safeguarding Policy¹¹.

¹¹ BYM Online Safeguarding Policy - <https://www.quaker.org.uk/documents/bym-online-safeguarding-policy-july-2021-1>

Article 4: Adoption of policy

This policy was agreed by the Board of Trustees and will be reviewed annually.

Signed by: Michael Wood

Position: Clerk to Trustees

Signed by: Oliver Waterhouse

Position: Trustee

Date: 31st July 2023

Appendices

Appendix 1: Guidance to Volunteers on Responding to Disclosures or Causes for Concern

A cause for concern may become apparent in a few ways:

- You may have a suspicion that a young person is being abused emotionally, physically, sexually or through neglect.
- A young person may disclose abuse by someone to them.
- A young person may disclose abuse by someone to another young person.

What to do in the event of a disclosure

- Listen non-judgementally.
- Acknowledge emotional distress.
- Stay calm – do not rush into inappropriate action, e.g., anger or embarrassment.
- Never enter into a pact of secrecy with the child. Assure them that you will try to help but let the child know that you will have to tell other people to do this. State who this will be and why.
- Encourage the child to talk but do not ask leading questions or press for information.
- Check that you have understood correctly what the young person is trying to tell you. It may help to repeat back to them that they have said.
- Be aware that at the moment of disclosure the young person may feel very vulnerable about what is going to happen, and their sense of self-esteem may be very low. Praise the young person for telling you. Communicate that they have a right to be safe and protected.
- Do not tell the young person that what they experienced is dirty, naughty, or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the young person may have been threatened by the abuser to discourage and prevent disclosure and that they may retract what they have told you. It is essential to record all you have heard.
- Maintain confidentiality - information should be shared on a 'need to know basis'; only inform the Designated Safeguarding Lead, the Event Coordinators or, if appropriate, the Safeguarding Coordinator.
- Explain clearly to the young person what you are going to do next, and who you are going to tell and why. Reassure them that you or the Designated Safeguarding Lead/Event Coordinator (use their name, not their role title) will keep them informed.
- As soon as you can afterwards (if you have not done so during the disclosure), make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.
- If the young person has confided with another young person at the event, an appropriate member of staff should check in with them and offer support. Holding confidence for a friend can be hard.

N.B. It is important that you do not investigate your concerns but record and refer them to the Designated Safeguarding Lead.

When a referral is made, it is the person to whom the disclosure was made that the authorities (police and/or social services) will come to for an account of what was said. This first-hand account is of primary importance.

If you are unhappy with the handling of the incident, or if the allegations are made specifically against the Designated Safeguarding Lead, you should contact the Event Co-ordinators. The Event Coordinators will then contact thirtyone:eight in the first instance, followed by the local Social Services department and/or the Police immediately.

If you are unsure what to do advice can be obtained from the thirtyone:eight helpline 0303 003 11 11 or if you are still unsure, then contact the NSPCC freephone helpline 0808 800 5000 or contact the local social services department.

Appendix 2: Guidance for the Designated Safeguarding Lead and Event Coordinators

These guidelines are intended as an addition to Guidance to Volunteers on Responding to Disclosures or Causes for Concern. When disclosures or causes for concern are brought to your attention you should follow this procedure:

- Read the volunteer's report and discuss with that member of staff.
- Be aware that the reporting volunteer may need support as dealing with safeguarding issues can be traumatic.
- The Designated Safeguarding Lead will decide upon the appropriate course of action. This may involve discussion with other agencies i.e., thirtyone:eight, Child Social Care, and/or the Police.
- If an allegation relates to a young person or volunteer at the event the matter should be referred to the Child/Adult Social Care department of the individual's local area, who will deal with the support of this individual.
- There may need to be a consultation (keeping the young person's identity confidential) between the Event Coordinator(s), Designated Safeguarding Lead, and the Safeguarding Coordinator.
 - This is for the Designated Safeguarding Lead to inform the Event Coordinator(s) of the enquiries they have made, the advice that has been received, and the decisions made.
 - On no account should there be interviews, investigations or informing of parents (until an appropriate time as decided or recommended by the advice of an agency such as, thirtyone:eight or NSPCC).
 - All cases will be put forward for further investigation where it is felt that the child or another individual is at risk. At no time may anyone other than the Designated Safeguarding Lead or a representative from one of the agencies, participate in any kind of further investigation into a disclosure. This is to ensure the best interests of the child are catered for.
- Make sure that you keep a record of who is informed, what information they are told along with the date and time.
- Confidentiality should be upheld; if an individual is required to leave the event, then other volunteers and young people should not be told the full reasons.
- Where appropriate FSSE will provide support for volunteers and young people who have had allegations made against them whilst the investigation is ongoing. The responsibility for providing this support falls to the Clerk or the Assistant Clerk of FSSE who will appoint the appropriate person. This support should not be provided by the Designated Safeguarding Lead or the Event Coordinators.
- The Designated Safeguarding Lead has a responsibility to share any relevant information with other agencies, e.g., the young person's school or college, doctor, etc.
- FSSE has a statutory obligation to fulfil their duty of care.

See steps outlined in Appendix 3 for specific courses of action. If you are unsure what to do advice can be obtained from thirtyone:eight 0303 003 11 11, the NSPCC freephone helpline 0808 800 5000 or contact the local social services department.

Appendix 3: Procedures to follow where there are concerns about a child

If a child is at immediate and significant risk of harm:

1. Incident or allegation occurs.
2. Contact the police and/or Child Social Care
 - o Take their advice on who to inform.
3. Complete a 'Cause for Concern' form as soon as practicable.
4. Carry out steps 3 to 8 as outlined below.

If a child does not appear to be at immediate and significant risk of harm:

1. Incident or allegation occurs.
2. Complete 'Cause for Concern' form.
3. Speak to Designated Safeguarding Lead.
 - a. If appropriate, Designated Safeguarding Lead or an Event Coordinator to speak with young person/people concerned.
4. Designated Safeguarding Lead to report to and stay in contact with the Safeguarding Coordinator.
5. Safeguarding Coordinator and Designated Safeguarding Lead decide if any of the following actions need to happen:
 - a. Contact parents or guardians.
 - b. Refer to Child Social Care.
 - c. Report to the police.
6. Monitor within event – keep clear notes on all conversations and incidents; dated and signed.
 - a. It may be that after the initial conversation, it is decided that no further action needs to be taken. If this is the case, the Designated Safeguarding Lead and Event Coordinators should still stay vigilant for any further concerns/incidents.
7. Share information:
 - a. Consider if you need to share information with any appropriate agencies, e.g., the young person's school, doctors, etc.
 - b. If appropriate, make sure families are aware that they can seek support via Youth, Children, and Families Team at Britain Yearly Meeting and through their Area and Local Meetings.

Review

8. Designated Safeguarding Lead/Event Coordinators collate monitoring procedure and review post-event action.

If an incident involves a volunteer, an Event Coordinator, or the Designated Safeguarding Lead, the Safeguarding Coordinator should be contacted. If an incident involves the Safeguarding Coordinator, any other off-site Trustee should be contacted. If for any reason the Safeguarding Coordinator or Trustees cannot be contacted, the concerned individual can seek advice from thirtyone:eight.

Remember: If you have cause for concern, never do nothing and you never deal with a concern alone.

Appendix 4: Volunteer Guidelines

FSSE Junior Gathering and Senior Conference are Quaker events and so Quaker values and practices underlie the way we work together. We are committed to providing an environment in which all young people and staff are valued and respected as individuals and Quaker values are upheld in what we do, the way we act and the way we treat each other.

As a staff team we are role models to the young people and should bear this in mind at all times. In order to ensure a successful and safe week we ask all staff to read and sign these guidelines:

- Treat all young people with respect and dignity and be aware of your language, tone of voice and body language.
- Encourage an atmosphere of mutual trust, support, and care.
- Recognise when you are too tired or stressed to work cooperatively and inform the Event Coordinators if this situation arises or you are concerned that it may.
- Be prepared to be on time for all sessions, meetings, and jobs. Sessions are not optional unless it is your time off.
- If you are unable to do a job or are likely to be late then please arrange for someone to cover for you.
- If you need to make a change to your night duty or job allocations, please talk to the Event Coordinators.
- Equal Opportunities: Junior Gathering wishes to include everyone; no-one should feel excluded or isolated for any reason. Please consider how you can contribute to an inclusive atmosphere, taking into account people's identities and experiences.
- It is important that you observe the health and safety rules which apply to the site, including any off-limits areas. These will be explained in detail at the opening staff meeting.
- There should be no smoking, vaping, alcohol, or illegal substances on site at any time.
- If you need to leave the site for a cigarette, please inform the Event Coordinators.
- If you are signed off-duty in the evening, you may leave the site and drink alcohol if you wish. However, it is expected that you will only drink in moderation and have no further contact with young people until the following day.

The Event Coordinators have overall responsibility for Junior Gathering and Senior Conference. This includes the site, young people and staff. If you have any concerns about anything during the week it is important that you discuss them with the Event Coordinators.

I have read and understand these guidelines and agree that I will abide by them during the event. In signing these guidelines, I am confirming that I have read, understood, and will adhere to the FSSE Safeguarding Policy.

Name:.....

Signed:.....

Date:.....

Appendix 5: Signs and Indicators of Abuse

What is abuse?

Child abuse happens when a person harms a child. Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

Abusers can be of any age or gender. This includes other children and women.

5.01 Physical abuse

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve:

- hitting
- kicking
- shaking
- throwing
- poisoning
- burning or
- suffocating.

It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises.

These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:

- bruising
 - bruises on the cheeks, ears, palms, arms and feet
 - bruises on the back, buttocks, tummy, hips and backs of legs
 - multiple bruises in clusters, usually on the upper arms or outer thighs
 - bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
 - large oval-shaped bite marks.
- burns or scalds
 - any burns which have a clear shape of an object, for example cigarette burns
 - burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times. If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

5.04 Emotional abuse

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes.

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions. Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Signs of emotional abuse include:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

5.03 Sexual abuse

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.
- meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy.

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- they might become sexually active or pregnant at a young age.

5.04 Neglect

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer **not**:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)

- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children who are left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment.

5.05 Spiritual abuse

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. Holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

Key elements of this experience can include:

- manipulation
- exploitation
- control through the misuse and abuse of scripture and divine position
- censorship of decision-making
- pressure to conform
- enforced accountability
- requirement of obedience
- isolation
- blaming
- shaming
- intimidation
- controlling behaviour.

As in all other types of abuse, spiritual abuse will sometimes co-exist with and be used to legitimise other forms of abuse and harmful cultures. There will always be an emotional or psychological element. In some more extreme cases, there may also be physical and even sexual abuse occurring allied to the spiritually abusive elements.

While there is no criminalisation or statutory involvement for spiritual abuse, it is important to be vigilant of as a religious organisation. If you are concerned about a case of spiritual abuse, you must follow the same steps as you would for any other form of abuse.

5.06 Concerning responses from parents

Research and experience indicate that the following responses from parents may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed;
- An unawareness or denial of any injury, pain, or loss of function (for example, a fractured limb);
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to their age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Alcohol misuse or other drug/substance misuse;
- Violence between adults in the household.

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the Cause for Concern form, pass it immediately to the Designated Safeguarding Lead.

Sections 5.01-5.04 have been adapted from Definitions and signs of child abuse¹² by NSPCC.

Section 5.05 has been adapted from Spiritual Abuse: A position paper¹³ by thirtyone:eight.

¹² Definitions and signs of child abuse - <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

¹³ Spiritual Abuse: A position paper - <https://thirtyoneeight.org/media/4upcux21/spiritual-abuse-position-statement.pdf>

Appendix 6: Using Zoom safely

We generally use Zoom as the platform for our online events. Zoom should only be downloaded from the company's website <https://zoom.us/download> as downloads from other websites may cause security issues.

Setting the meeting up:

- Zoom automatically generates a password of 6 characters for each meeting, it is recommended that you make this 10 characters long.
- Each meeting has a unique ID. These should not be advertised publicly. For all other events these details should be emailed directly to participants, with a reminder not to share the details with others.
- When setting up the meeting, enable the waiting room feature.
- Disable participant screen sharing, in advance when you schedule the meeting. If others need to share files, they can request to do this with the host. Avoid making a child or young person the host, instead have them share the file with the host.
- Turn off microphone and video when joining the meeting. Learn how to mute and unmute all (or individual) participants.
- Be aware of your environment, including your background. If there is anyone who will be in the room with you, ensure that the content of your session will not be confidential. If this is the case then you should ensure that you are in a private space away from members of your household.
- Ensure that you are appropriately dressed.

During the meeting:

- You will receive a notification of who is in the waiting room. To see further information, click on the 'Manage Participants' button in the meeting toolbar. You should check names against the registration list for the session before allowing access. Access can be granted individually or to all of those in the waiting room. If in doubt you can communicate by message with those in the waiting room.
- Once everyone you are expecting has joined, you can select 'Lock Meeting'.
- Ensure that you do not record meetings as this requires GDPR consent.
- If you need to disable participant screen sharing, click on the up arrow next to 'Share screen' in the toolbar and then clicking on 'Advanced sharing options'. You can adjust this setting to 'Only Host'.
- Participants at our online events will have been asked to uphold the event boundaries. Staff should make themselves familiar with this and, should there be action that is in breach of this, please 'Remove' the participant (see below for how). You should also record who you removed and why you removed them – this information should be passed to the Designated Safeguarding Lead.
- **How to remove an individual in the event of a problem/incident:**
 - You can 'Remove' a participant. In the participant menu, hover your cursor over the participant's name and a number of options will appear, including 'Remove'. Click this option. Then make sure that you lock the room so that they are prevented from returning.
 - You can put 'Attendees On-Hold'. This means that the individual's video and audio connections are disabled momentarily. Click on video thumbnail and select 'Start Attendee On-Hold'.

This appendix has been adapted from Appendix 7: How to use Zoom safely of the BYM Online Safeguarding Policy.

Appendix 7: Cause for Concern Form

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

Completed by (name):	Date (DD/MM/YYYY):
Name of child:	Date of birth (DD/MM/YYYY):
Date and time of incident (DD/MM/YYYY; 24hr):	
Please describe the incident/allegation, including the following information: <ul style="list-style-type: none">• Names of witnesses/adults present• Place where incident occurred• Condition of participant after incident• Staff reaction to disclosure/incident• Details of any discussion with participant	

Signed: _____ Date: _____

For Designated Safeguarding Lead (DSL) use only:

Action taken, including people/organisation(s) contacted, by whom, how and when. If no action taken, explain why.

Signed by DSL: _____ Date: _____