

Friends Southern Summer Events Safeguarding Policy

Context

The events run by 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) exists.

- To promote and advance the spiritual nurture, and religious and social education of the community, in particular that of young people who participate in the events;
- To organise and promote events for the spiritual and moral benefit of the FSSE community;
- To disseminate by appropriate means the ideals of truth, non-violence, simplicity, equality and sustainability within a spiritual background.

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.

This Safeguarding policy should be used in conjunction with other FSSE policies and guidelines (in particular, Volunteer Guidelines and DBS and Safeguarding FSSE Overview), the *Meeting Safety* document produced by Friends House for the Society of Friends, *Safeguarding in Britain Yearly Meeting: Applying for a DBS criminal records check (in England and Wales)*, *What to do in the event of a disclosure of abuse being made at a Britain Yearly Meeting event with Children and Young People*, the *BYM Event & Activity Management Policy Procedures Guidance 3: Insurance and Records Keeping* and the Government's *Information Sharing* document. We have written this policy with guidance from Thirtyone:eight (was CCPAS) and with consultation with the FSSE Management Committee and Annual General Meeting.

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

Note on terms:

- The term 'volunteer' is used in this policy, this includes all adult volunteers at events which may be variously called 'Staff', 'Volunteers', 'Over 20s' or 'Responsible Adults'.

- The terms 'child', 'children', 'young person' and 'young people' are used in this policy to refer to participants of the events, all of whom are aged 18 or under and may be referred to throughout this policy by any of these terms.
- The Event Co-ordinators are responsible for the management of the event and the well-being of the volunteers and participants.
- The Designated Safeguarding Lead is the individual responsible for Child Protection at the event. This Person must not be one of the Event Co-ordinators.
- The Trustees are a group of people of over 18 years of age. Their job is to oversee the running of FSSE [see FSSE constitution point 14]. 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 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.

Named persons and contacts

INTERNET VERSION ASK info@fsse.org.uk FOR DETAILS

Trustee responsible for safeguarding:.....Bryony Rowntree.....

Phone number:.....

Email:.....

Britain Yearly Meeting:.....

Phone number:.....

Email:.....

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

Phone number:.....0303 003 11 11.....

Email:.....info@ccpas.co.uk.....

NSPCC:

Phone number: 0808 800 5000

Event Coordinators:

Coordinator 1:

Phone number.....

Email:

Coordinator 2.

Phone number.....

Email:

Event Safeguarding lead:.....

Phone number.....

Email:

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.

1. Event Procedures

For the procedure to follow in the event of a Child Protection concern see Appendix 3. In order to ensure the safeguarding of young people and those who work with them, FSSE will follow the procedures set out below:

- Ensure that events follow the appropriate Britain Yearly Meeting Children and Young People's Committee guidelines for Quaker Organisations running residential events as set out in Meeting Safety (Britain Yearly Meeting 2001);
- Where appropriate take account of guidance from the relevant Local Safeguarding Children Boards;
- Ensure responsible recruitment practices are always followed;
- 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 a FSSE volunteer;
- Ensure that all records are kept securely;
- The Designated Safeguarding Lead and the Event Co-ordinators 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 tri-annually and presented to the Management Committee and the Annual General Meeting for approval. This policy will also be updated in accordance with guidance and regulations from the Society of Friends and from the Government. Any significant updates will be brought to the attention of the Management Committee and the Annual General Meeting;
- 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 Co-ordinators. It is the responsibility of Management Committee and the Trustees to ensure that the Event Co-ordinators and Designated Safeguarding Lead receive appropriate training and support in implementing this policy.

2. Recruitment of Volunteers

In recruiting volunteers FSSE will:

- Ensure that volunteers are checked for their suitability to work with young people through the appropriate procedures and agencies;
- All volunteers must have an enhanced criminal record check carried out through the Disclosure and Barring Service (DBS) with a children's barred list check and 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 see the original and ID, then check online with the Update Service to see if there have been any changes.
- When a conviction is shown on the DBS check, the Designated Safeguarding Lead will discuss this with the potential volunteer and share this information with the Trustee responsible for safeguarding. Together they will decide if that conviction affects the safeguarding of the participants. Where necessary, the trustee will take it to the board of Trustees for further consideration.
- 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 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 Co-ordinators;
 - 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;

- discretion should be applied by the Event Co-ordinators and if there is any doubt about the individual they should not be recruited as a volunteer for the event;
- the Event Co-ordinators will inform the Trustees of any volunteer whom this applies to.
- Require and assess two references from every potential volunteer before offering them a place on the staff team. (This is primarily the responsibility of the Event Co-ordinators). One of these references should be from someone unconnected with FSSE or any FSSE event.

3. 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 Co-ordinators 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; or

Behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children.

The Trustee Responsible for Safeguarding 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 Trustee Responsible for Safeguarding.

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.

4. Roles and Responsibilities

Volunteers

- Must be clear as to their role and responsibilities in reference to Safeguarding procedures (See Appendix 1) and deal with disclosures/causes of concern in line with these;

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by Bryony Rowntree.

- Must read the FSSE Safeguarding Policy (and Volunteer Guidelines, Appendix 4). They will be required to sign a copy of the Guidelines to confirm they understand and agree to them. The Event Co-ordinators and the volunteer will each keep a copy;
- Should be alert to signs and indicators of possible abuse. (See Appendix 5 for current definitions of abuse and examples of harm.)

Designated Safeguarding Lead

- 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 on the booking form about the young person wishing to attend the event which may significantly impact the staff team and other participants. 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 is ultimately accountable for all that happens on FSSE, including the implementation of policies and procedures. The MC should:

- Support and supervise the staff team (mainly, the Trustees will support and supervise the Event Co-ordinators and the Event Co-ordinators 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 eg: health and safety, risk assessments, etc.
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within FSSE.

The role of the Trustee responsible for safeguarding is also to support and supervise the Designated Safeguarding Lead and the Event Co-ordinators.

5. Recording and Managing Confidential Information

Recording the information

Record your concerns accurately and legibly on a Cause for Concern Form (Appendix 6). Pass 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 *BYM Event & Activity Management Policy Procedures Guidance 3: Insurance and Records Keeping* and the Government's *Information Sharing* document.

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. All participant and volunteer information must then be archived securely for 1 year and then destroyed. Where volunteers are staying on the staff team for another year their personal information should be kept.

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.

The relevant documents come under the headings as follows:

- Health and Safety Records (e.g. risk assessments)
- Child Protection Records
- First Aid Records
- Participant/Volunteer Lists
- Session records
- Pastoral Concerns Records
- Participant Consent and Medical Information
- Volunteer Information and Consent Form
- Volunteer References
- Volunteer DBS information

Any documents relating to child protection, e.g. incident forms, staff list, timetable of the event, must be kept securely for an indefinite period of time. In this instant, the Trustees will arrange for the records to be stored at Friends' House.

Appendix 1

Guidance to Volunteers on Responding to Disclosures or Causes for Concern

Cause for concern may become apparent in a number of 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 her/him that you will try to help but let the child know that you will have to tell other people in order 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 her/him what s/he has said;
- Be aware that at the moment of disclosure the young person may feel very vulnerable about what is going to happen, and his or her sense of self-esteem may be very low. Praise the young person for telling you. Communicate that s/he has a right to be safe and protected;
- Do not tell the young person that what s/he 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 in order to discourage and prevent disclosure and that they may retract what s/he has 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 Co-ordinator(s) or, if appropriate, the Trustee responsible for safeguarding;
- 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 Co-ordinator (use their name, not their role title) will keep them informed;

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- 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 Co-ordinators 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 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 Co-ordinators

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 Child Protection issues can be traumatic;
- The Designated Safeguarding Lead will decide upon the appropriate course of action, this may involve discussion with other agencies ie. Thirtyone:eight, Social Services or the Police;
- If the allegation relates to a volunteer or young person at the event the matter should be referred to the Social Services 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 or otherwise) between the Event Co-ordinator(s), Designated Safeguarding Lead and the Trustee responsible for safeguarding. This is for the Designated Safeguarding Lead to inform the Event Co-ordinator(s) of the enquiries she or he has 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 Co-ordinators;

- 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.

N.B. See flow chart, 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

Summary of event procedures to follow where there are concerns about a child

Cause for Concern

- Complete "Cause for Concern" form
- Speak to Designated Person

Next steps....

- If appropriate, Designated Person or a coordinator to speak with young person, or people, concerned*
 - Designated Person to report to and stay in contact with the Trustee responsible for safeguarding*
 - Trustee and Designated Person decide if any of the following actions need to happen:
 - Contact parents or guardians
 - Refer to social services
 - Report to the police
- If for any reason the Trustees cannot be contacted the Designated Person can seek advice from Thirtyone:eight.**

(Referring to Social Services - local to the young person's home unless it is something that is alleged to have occurred at the event. Every area of the country will have a Duty and Advice team, or something similar, who can be contact for advice. Whether calling for advice or to refer you will need the full names, dates of birth and addresses of all young people concerned. They will also want to know if you have spoken to parents or carers before phoning them. They may require you to talk to parents/carers first if that does not put the young person/s at risk).

Monitor

- within event – keep clear notes on all conversations and incidents; dated and signed

Share information:

- consider if you need to share information with any appropriate agencies, e.g. the young person's school, doctors, etc.
- if appropriate, make sure families are aware that they can seek support via CYP at Friends House and through their Area and Local Meetings

Review

- Designated Safeguarding Lead/Event Co-ordinator(s) collate monitoring procedure and review post-event action

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 Person and Event Coordinators should still stay vigilant for any further concerns/incidents.

Remember

If you have cause for concern, NEVER DO NOTHING

And you never deal with a concern alone.

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Appendix 4

Volunteer Guidelines (Junior Gathering)

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 Co-ordinators 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 Co-ordinators.
- Equal Opportunities: Junior Gathering wishes to include everyone; no-one should feel excluded or isolated because of race, age, gender, disability, sexuality, culture or social background. Please consider how you can contribute to an inclusive atmosphere.
- 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, alcohol or illegal substances on site at any time.
- If you need to leave the site for a cigarette please inform the Event Co-ordinators.
- 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 Co-ordinators have overall responsibility for Junior Gathering. 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 Co-ordinators.

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

Name:.....

Signed:.....

Appendix 5

Signs and Indicators of Abuse

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

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

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

NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is does not seem right.
- The child discloses abuse or describes what appears to be an abusive act.

- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Responses from parents

Research and experience indicates 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 her/his 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.

Appendix 6

CONFIDENTIAL

Cause for Concern Form

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the Child Protection Co-ordinator.

Name of child.....D.O.B.....

Name of staff member completing form.....

Day.....Date.....Time.....Place.....

(of observed behaviour / discussion / disclosure)

Initial Date.....

For Designated Safeguarding Lead use (please complete the relevant items)

Action Taken	By Whom	Outcome
Discuss with child		
Contact parents		
Refer to Social Services		
Other (Please specify)		