



**THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN**

**THE SOUTHERN MARCHES AREA QUAKER
MEETING**

**CYFARFOD CRYNWYR RHANBARTH Y
GORORAU DEHEUOL**

Registered charity number: 1134528

The Governing Document says, 'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'

Quaker faith and practice (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

Job Role: Safeguarding Officer (and Deputy)

1. List of main responsibilities:

- Working in support of children, young people and vulnerable adults with care and support needs in all Area Meeting spheres of activity
- Ensuring that Safeguarding policy and procedures are followed
- Taking responsibility for supporting updates to the Safeguarding Policy and Procedures
- Promoting the policy and updates throughout our Area Meeting community
- Being responsible for arranging training as required
- Being the first point of contact for anyone with concerns for a child or adult, as outlined in Area Meeting Safeguarding Guidelines
- Acting independently in reporting concerns of abuse to statutory authorities
- Reporting abuse to the Charity Commission and the Care Quality Commission (CQC) if in an activity regulated by the CQC
- Liaising with other agencies as appropriate
- Supporting LM Safeguarding Coordinators to carry out their service responsibilities
- Arranging and facilitating an annual meeting of LM Safeguarding Coordinators
- Linking with a designated Trustee and a designated Friend within each Local Meeting.
- Reporting annually to Area Meeting

The Deputy Safeguarding Officer stands in for the Safeguarding Officer when necessary, for example, because of illness or absence on holiday. The Safeguarding Officer will brief the Deputy as to what needs to be done and will give any support that is needed.

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Preparing updates to Safeguarding Policy
- Preparing reports to Area meeting
- Safe keeping and storage of safeguarding-related notes and papers and other data in compliance with the AM retention scheme

3. Frequency, location and types of meetings involved:

- Will depend on need, could be located throughout the AM Area in LM premises and elsewhere

4. Approximate monthly time commitment:

- Three days

5. Legal requirements, if any, relating to post:

- UK and Wales Safeguarding Legislation

6. Trienniums expected (and progression):

- One but likely to be asked to consider continuing for a second triennium

7. Training needed to start, and ongoing:

- Woodbrooke Courses in Safeguarding
- Quaker Life Safeguarding Conference (every 3 years)

Personal Qualities and abilities

8. Personal qualities and skills needed:

- Good listening and good interpersonal skills
- A good understanding of safeguarding issues and activity

9. Technical, computer use or administrative skills needed

- Use of computer and email are necessary for report writing and communications

10. Experience needed, or desirable:

- Some experience with children, young people or adults with care and support needs may help.

11. Is membership required?

- Yes

12. Knowledge of Quaker Business Method required?

- Yes

Support in place for the post holder after appointment

13. Sources of support (including identified 'mentor/s'):

- Safeguarding Trustee
- Quaker Life at Friends' House – www.quaker.org.uk
- Churches' Child Protection Advisory Service (CCPAS) – www.ccpas.co.uk
- Safeguarding Coordinators e-group

14. Quaker Faith and Practice references:

- 4.14
- 4.10.t

15. Other helpful sources of information and guidance:

- Quaker Life Meeting Safety 2014
- CCPAS
- Quaker Life – guidance on accepting into our Meetings people who may pose a risk

16. Help with expenses:

- By request to AM Treasurer

Comments and helpful information (e.g. from previous post holder)

- “Although the role has been challenging at times and has certainly taken me into new areas of experience, I'm finding it has its rewards: I've got to know Friends from a number of different meetings and have had the satisfaction of working with them to resolve difficulties. There is a lot of help and support available too. I would advise taking advantage of the very good training provided at Woodbrooke, which is also an excellent opportunity to share, and benefit from, the experience of others in this role. Quaker Life is also a good source of advice and there is an on-line forum which I have found very useful on occasion.” (Safeguarding Officer 2017)

Rewards to be found in this service:

- This is an essential role in ensuring the safety and wellbeing of all those associated with Quaker meetings in the SMAQM Area. Post holders will learn about safe practice and will grow in understanding, both spiritual and practical, as they work with others to promote and ensure ongoing safety for all. The post holder will have the opportunity to meet new people, and will play a part in building a truly inclusive Quaker family. Sometimes challenging, this role will give personal satisfaction from doing an important job well.

Date: **03/05/2017**