

# Friends Southern Summer Events Child Protection Policy

## Context

The events run by FSSE are spiritual gatherings for young people based on and centered 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 and equality within a spiritual background.

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

This Child Protection policy should be used in conjunction with other FSSE policies and guidelines (i.e. Criminal Records Bureau Disclosures, FSSE Volunteer Guidelines and Confidentiality Guidelines.) and also the Meeting Safety document produced by Friends House for the Society of Friends. We have written this policy with guidance from the **Churches Child Protection Advisory Service (CCPAS) 0845 120 45 50**.

This policy applies to Summer School 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 Child Protection Co-ordinator 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. All Trustees must have an enhanced CRB disclosure.
- A disclosure refers to one of the following:
  1. A child or young person making a statement/sharing something relating to abuse outside the event.
  2. A child or young person making a statement/sharing something relating to abuse at the event.
  3. A child or young person or volunteer reporting suspicion or evidence relating to abuse.

## Policy Outline

1. FSSE will ensure the responsible recruitment of volunteers by checking their suitability to work with young people.
2. This policy outlines the procedures for responding to disclosures or identifying causes for concern.
3. This policy will outline how young people can voice their concerns, complaints or comments to an adult independent of the events.

## **1. Event Procedures**

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 Child Protection Co-ordinator 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 Child Protection Co-ordinator 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;
- FSSE has a statutory obligation to inform social services if a young person is at risk of harm. Communication with parents/carers is at the discretion of the Child Protection Co-ordinator;
- 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 Child Protection Co-ordinator 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 should have Criminal Records Bureau Enhanced Level Disclosures.
- 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. Roles and Responsibilities of Volunteers**

All volunteers:

- Must be clear as to their role and responsibilities in reference to Child Protection procedures (available in the volunteer guidance pack [VGP], appendix 1) and deal with disclosures/causes of concern in line with these;
- Must read the FSSE Child Protection Policy and the Volunteer Guidelines (VGP 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 (VGP appendix 5).

## **4. Roles and Responsibilities of the Child Protection Co-ordinator**

The Child Protection Co-ordinator:

- 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 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. Any further action must be recorded accurately.