



# WOODBROOKE

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## **Woodbrooke Quaker Study Centre**

**Learning, Research and Online Worship Activities**

**Religious Society of Friends (Quakers)**

**Safeguarding Policy agreed by the Trustees**

**Date: April 2024**

Safeguarding is protecting Children, Young People,  
and Adults with additional care and support needs (also known as Vulnerable Adults) from  
harm.

This policy is based on guidance published by thirtyone:eight [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

## Details of Woodbrooke Learning, Research and Online Worship Activities:

Name: Woodbrooke Quaker Study Centre

Address: The Woodbrooke Office  
Fircroft College of Adult Education  
1018 Bristol Road  
Birmingham, B29 6LH

Tel No: 0121 728 2360

Email address: [learning@woodbrooke.org.uk](mailto:learning@woodbrooke.org.uk)

CEO: Mandy Cooper

Email address: [mandy.cooper@woodbrooke.org.uk](mailto:mandy.cooper@woodbrooke.org.uk)

Safeguarding Coordinator: Mandy Cooper

Email address: [safe@woodbrooke.org.uk](mailto:safe@woodbrooke.org.uk)

Tel No: 07746 911088

Responsible trustee: Sarah Donaldson

Email address: [safeguarding.trustee@woodbrooke.org.uk](mailto:safeguarding.trustee@woodbrooke.org.uk)

Denomination: Religious Society of Friends (Quakers)

Registered with the Charity Commission (Number): 313816

Company Registration Number: 4131781

Woodbrooke's primary activities are the provision of:

- ◆ Opportunities for learning, connection and worship which are rooted in the Quaker tradition and open to all.
- ◆ It does this online, at venues across the UK and beyond, and at Woodbrooke Quaker Study Centre.

## Statement of Intent from Trustees

As trustees we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all Woodbrooke staff, including freelance and volunteers<sup>1</sup> and will regularly review the operational guidelines attached.
- ensure that any premises used for learning programmes meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Trustees agree not to allow this document to be copied by other organisations.

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<sup>1</sup> This will include freelance tutors, volunteer tutors, facilitators, elders, pastoral friends and accompaniers

## Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those who come into contact with our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults, the UN Universal Declaration of Human Rights with particular reference to Article 5:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### Safer recruitment of employed staff

The trustees will ensure all employed staff are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Posts that require a DBS check will also require a completed self-declaration form
- Those short listed have been interviewed

- Safeguarding has been discussed at interview
- Written references have been obtained and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with DBS Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications, where relevant, have been verified
- A suitable induction programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy, has signed and returned the Safeguarding Code of Conduct (Appendix 1) and knows how to report concerns.

### **Safer recruitment of freelance staff and volunteers**

This process will apply for freelance tutors and facilitators and volunteer tutors, facilitators, elders, pastoral friends and accompaniers.

- A role and person specification will be made available at the point of recruitment or application
- We will require a completed application form, a CV or other information and an interview that demonstrates how the person can meet the role and person requirements or has the capacity to do so.
- The applicant will be asked about their understanding of safeguarding responsibilities in relation to the role (the interviewer can select a relevant question from a selection provided by the safeguarding coordinator)
- At least one reference from a suitable referee will be required.
- Anyone applying for a role that will involve unsupervised work with children and young people or is specifically designated for adults with care and support needs will need to provide two references and be asked to complete a DBS check

Successful appointments will be given the safeguarding policy and asked to sign and return the Safeguarding Code of Conduct. If they will be working online with children or young people they will also be given the supplementary online safeguarding policy.

It is expected that all volunteers and freelance staff will attend safeguarding awareness training as soon as possible when starting to work for Woodbrooke. Those who do not attend within a reasonable time frame will not be offered further work.

## **Safeguarding training**

Trustees are committed to on-going safeguarding training and development opportunities for all staff, freelancers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All employed staff will receive induction training and undertake safeguarding awareness training on a regular basis.

Trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **Management of staff, freelancers and volunteers – Code of Conduct**

Trustees are committed to supporting all staff, freelancer and volunteers and ensuring they receive support and supervision. All staff, freelancers and volunteers are issued with a code of conduct towards children, young people and adults with care and support needs. See Appendix 1 for Code of Conduct.

## **Practice Guidelines**

As an organisation which may work with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable staff, freelancers and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for staff, freelancers and volunteers in appendix 1 we also have specific good practice guidelines, definitions, summaries of indicators of abuse and forms for activities we are involved in and these are listed in appendix 3.

### **Working in Partnership**

The diversity of people and organisations with whom we work means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse.

We have clear guidelines in relation to safeguarding concerns or disclosures that are made to us concerning someone who is resident outside the UK which will be followed.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

As we work closely with Quakers in Britain we may need to share safeguarding alerts or concerns with the Britain Yearly Meeting Safeguarding Officer and/or with Area Meeting Safeguarding Coordinators when relevant.

## Responding to allegations of abuse

Under no circumstances should a member of staff, freelancer or volunteer carry out their own investigation into an allegation or suspicion of abuse. They must follow procedures as below:

- Documenting a concern  
The member of staff, freelancer or volunteer should make a report of the concern as set out in Appendix 2
- The person in receipt of allegations or suspicions of abuse should:
  - Contact **Thirty One Eight** [www.thirtyoneeight.org](http://www.thirtyoneeight.org) **0303 003 1111**  
The safeguarding helpline Woodbrooke subscribes to for advice.  
General enquiries 9-5pm Monday-Friday. Emergencies 7am-midnight including weekends.

Update Woodbrooke, including if there is no action to be taken, as follows:

**Name:** Mandy Cooper (hereafter the "Safeguarding Co-ordinator")

**Email:** [safe@woodbrooke.org.uk](mailto:safe@woodbrooke.org.uk)

The above is nominated by the trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may contact the thirtyone:eight helpline for advice. They will contact social services in the area the child or adult lives.

**If a child or adult is in immediate danger of harm 999 should be called and the police informed.**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:
  - Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a member of staff, freelancer or volunteer working with someone under 18.
  - Britain Yearly Meeting Safeguarding Officer and relevant Area Meeting Safeguarding Coordinator if the child or adult is associated with a BYM Meeting or group.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- Trustees will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although trustees hope that staff, freelancers, volunteers and participants in learning programmes will use the procedure set out above. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

#### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to support them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

## **Detailed procedures where there is a concern that an adult is in need of protection:**

**Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a member of staff, freelancer or volunteer whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of an employed member of staff
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- Make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Allegations of abuse against a person who works with adults with care and support needs**

The Safeguarding Co-ordinator will:

- Liaise with Adult Social Services in regard to the suspension of an employed member of staff
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not Woodbrooke.

### **Pastoral Care**

#### **Supporting those affected by abuse**

Woodbrooke is committed to ensuring that those affected by abuse receive pastoral care and will signpost them to relevant organisations, including Quaker communities, where appropriate. Support will be provided for any staff, freelancer or volunteer working for Woodbrooke who are affected by abuse or allegations of abuse as part of their work.

#### **Working with offenders and those who may pose a risk**

When someone working for, volunteering or participating in Woodbrooke activities is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs the Safeguarding Coordinator must be informed. Boundaries will be set for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

### **Adoption of the policy**

This policy was agreed by trustees and will be reviewed annually:

Signed by: Ingrid Greenhow

Position: Clerk of Trustees

Signed by: Sarah Donaldson

Position: Trustee with responsibility for Safeguarding

Date: April 2024

## **Appendix 1 Code of Conduct**

### **Purpose**

This behaviour code outlines the conduct expected of all staff, freelancers and volunteers<sup>2</sup>

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of staff, freelancers and volunteers.

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Woodbrooke Quaker Study Centre. You will be seen as a role model and must act appropriately.

### **Good practice**

Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.

Work in a responsible, transparent and accountable way.

Be prepared to challenge unacceptable behaviour or to be challenged.

Listen carefully to those you are supporting.

Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).

Seek advice from someone with greater experience when necessary.

Work in an open environment – avoid private or unobserved situations.

Implement the same good practice in online environments (social media, email, meeting spaces) as in physical, in-person environments.

Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Co-ordinator.

Don't make inappropriate promises particularly in relation to confidentiality.

Do explain to the individual what you intend to do and don't delay taking action.

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<sup>2</sup> This will include freelance tutors, volunteer tutors, facilitators, elders, pastoral friends and companions

## **Unacceptable behaviour**

Not reporting concerns or delaying reporting concerns.

Taking unnecessary risks.

Any behaviour that is or may be perceived as threatening or abusive in any way.

Sharing your personal and/or social media contact details with anyone under 18 or an adult who you know to be in need of care and support and unable to protect themselves from the risk of abuse or neglect. This applies to any contact that is initiated whilst in your staff, freelancer or volunteer role.

Developing inappropriate relationships.

Consuming alcohol or illegal substances whilst working for WL&R.

Smoking (including e-cigarettes and vaping) in the presence of under 18s or adults in need of care and support

Favouritism/exclusion – all people should be equally supported and encouraged.

## **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of employed staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to cease working for WL&R if you are freelance or working voluntarily and may be dismissed if an employee. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should take your concerns to the safeguarding coordinator or line manager.

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

## **Appendix 2 Initial Response to a Concern or Allegation of Abuse**

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's or adult's body.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.

These notes should be passed on to the Safeguarding Co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Service teams or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.

All documents should be signed, dated and will be kept for an indefinite period in a secure place. It is important that the conditions laid down by Woodbrooke's insurers are followed to ensure there is appropriate cover against any claims. There is also a requirement for some serious allegations or incidents to be reported to the Charity Commission, the Disclosure and Barring Service and the Care Quality Commission.

### **Appendix 3 List of relevant policies, documents and guidelines**

- Safeguarding guidelines for overseas concerns
- Definitions of abuse for adults
- Signs of abuse in adults
- Definitions of abuse for children
- Signs of abuse in children
- Online safety policy for engagement with children & young people
- Photography policy