

## Brentford and Isleworth Quaker Meeting

### Safeguarding Policy

Updated and approved 5<sup>th</sup> January 2020 minute 2020/2

1. Brentford and Isleworth Quaker Meeting complies with the requirements of the London West Area Meeting Safeguarding Policy. The current LWAM policy was published in November 2015.

2. A Safeguarding Coordinator will be appointed for Brentford and Isleworth Local Meeting. The role of the Safeguarding Coordinator is to verify any DBS application; to be the person who is informed of any concerns about a child or young person or adult at risk; to report these as appropriate to either Children's Services or the police and inform the AM Safeguarding Coordinator.

3. All elders and overseers will be sent a copy of both the Area Meeting Safeguarding policy and this Brentford and Isleworth Policy and will be expected to familiarise themselves with it.

4. All volunteers serving on the rota for children's class will undergo a vetting procedure which will include safer recruiting and the holding of a current enhanced DBS check for children. They will be sent the Guidelines for Good Practice for Volunteers, and will be expected to comply with them. Responsibility for this rests with Bessie White under the overall guidance of Overseers.

5. As per section 5 of the London West Area Meeting policy, no person in the Meeting will work unsupervised with a child/children without a current DBS clearance. This applies to everyone at Meeting.

6. All parents or carers bringing children to Brentford and Isleworth Meeting will be given an information handout 'When you bring your child to meeting at Brentford and Isleworth Quaker Meeting'.

7. We will comply with the current OFSTED recommendations for the child/adult ratios as below:

0 to 2 years – one adult to every three children (1:3)

2 to 3 years – one adult to every four children (1:4)

3 to 8 years – one adult to every eight children (1:8)  
over-8s – one for the first 8, then one for every additional 10 children

There will always be a minimum of two people available for any children's activity. Everyone at meeting should avoid being alone with a child not part of their own family. Should a volunteer ever need be with a child alone, the other volunteer should be aware, nearby and preferably within sight.

8. All at Meeting and volunteers in particular will be alert to any hazards to children in the building and grounds when children are present and take appropriate action to avoid them. For example inappropriately stacked chairs, the risk of scalding from hot drinks, and so on. No child under nine should be allowed into the kitchen area.

9. A record will kept on each occasion a children's class is held.

10. If it is necessary to apply first aid, the parent or carer will be called to be present/assist. The volunteer present will complete an entry in the accident book and inform the Brentford and Isleworth Safeguarding Coordinator as soon as is practicable.

11. Should anyone have any concerns about the welfare of a child attending Brentford and Isleworth Meeting or suspect abuse, they should discuss this in the first instance with the Safeguarding Coordinator.

12. When a person who may present a risk to members attends the meeting, an agreement on attendance with conditions and boundaries will be set with the individual through elders and overseers

This policy and practice will be reviewed in the light of any untoward incident and in January each year or as necessary.

Contact details:

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