



Friends World Committee
for Consultation
EUROPE & MIDDLE EAST SECTION

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FWCC - Europe & Middle East Section Safeguarding Policy

Background:

The Europe & Middle East Section (EMES) of the Friends World Committee for Consultation (FWCC) is the collective body for Quaker meetings in Europe and the Middle East. Our mission statement is: *Connecting Friends, Communicating, Networking and Nurturing Meetings.*

Our vision for our work in 2020-30 is to: *envisage a thriving, vibrant, inclusive, all-age, spiritual community of Friends in Europe and the Middle East, woven together in transformative faith and love, working and connecting with others, listening to the Spirit, actively living out our Quaker testimonies of truth and integrity, equality and community, simplicity, peace, and care for the earth and the environment.*

Volunteers and paid staff work together to encourage the development of an ethos that embraces difference and diversity and respects the rights and dignity of all people. EMES aims to make its events as inclusive and welcoming as possible. However, we recognise that neglect and physical, sexual and emotional abuse exist, and that they damage those in both the receiving and perpetrator positions, and that the organisation must be vigilant in its endeavours to recognise and prevent such abuse from occurring within our work.

Note about use of the policy and procedures:

EMES acknowledges that this policy and procedures are based on safeguarding laws in the UK. When the policy and procedures are used in countries other than the UK, guidance will be sought from local Quakers about their procedures, and we will contact the relevant authorities in the country where the event is taking place. If the policy and procedures are being used online, then the country of the online host will be considered the country of the event.

Safeguarding policy:

This safeguarding policy is written in line with legislation, policy and guidance that seeks to protect children and vulnerable adult groups based on UK law; however we consider that this policy applies at all EMES events held in any country in Europe or the Middle East and all our events held online.

We use the term 'children and young people' to mean anyone aged under 18; this is interchangeable with 'child' throughout the policy and procedures. We use the term 'adults at risk'

as used in UK government guidance; this includes 'adults with care and support needs', the term used in the UK Care Act 2014, and 'vulnerable adults' used previously.

Purpose and scope of this Policy:

- This document displays our commitment to keep people safe, especially children, young people and adults at risk who are engaged with meetings or activities within EMES
- This document provides members and attenders, as well as children, young people and their families, with the overarching principles that guide our approach to the protection of children, young people and adults at risk in our Quaker communities

What we do - a summary of our activities involving children, young people and adults:

- Annual Meeting of representatives
- Monthly representatives & roleholders online gatherings
- Annual in person youthgroup gathering (12-18 year olds)
- Monthly online youthgroup sessions (12-18 year olds)
- Peace & Service Network annual gathering
- Peace & Service Network monthly online gatherings
- Online gatherings for International Members & other isolated Friends, three times per year

Responsibilities:

Safeguarding is everyone's responsibility. Our Trustees hold specific responsibility on behalf of EMES. One trustee is appointed as EMES Safeguarding Coordinator and one or more Deputy Safeguarding Coordinators (not necessarily Trustees) may be appointed, with safeguarding work being delegated as agreed between the parties.

Contact details for our Safeguarding Coordinators and/or Deputies are at the bottom of this document.

Our commitment:

- Abuse in any form is unacceptable and we are committed to keeping everyone safe.
- Everyone, including children, young people and at-risk adults, has a right to participate in Quaker communities without suffering harm, regardless of age, disability, gender reassignment, ethnicity, religion or belief, sex or sexual orientation.
- Quakers recognise 'that of God' in everyone.
- All people deserve respect, value and appropriate care. Our care extends to people who are potentially vulnerable to abuse and also to those who may be perpetrators.
- We recognise abuse can include, but is not limited to, physical, sexual, emotional abuse and neglect.
- We know that Quakers may be particularly open to risks because we foster a culture of welcome and trust for all.
- We accept that often an abuser is known to or in a trusted relationship with the child or adult and that sometimes abusers can be covert manipulators.

EMES recognises that:

- The welfare of children and adults at risk is paramount in all the work we do and in all the decisions we take – all children and adults at risk, regardless of age, disability, gender reassignment, ethnicity, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse;
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Safer Appointments/Recruitment:

We recognise the need to follow safeguarding legislation and accepted good practice to reduce risk, both to vulnerable groups and to Quakers as an organisation. We also have an established and complementary spirit-led Quaker nominations process.

Training and Good Practice:

Each individual in a role of responsibility will be appropriately trained according to their Role Description. Everyone involved in our Quaker activities will be familiar with our Code of Conduct, our Processes and Procedures and any specific safeguarding arrangements held locally.

When we need safeguarding advice we use the online Safeguarding Manual from specialist Christian safeguarding agency Thirtyone:eight or their helpline: +443030031111.

Procedure for responding to concerns or allegations of abuse:

EMES safeguarding procedures are in Appendix 1 below.

We will seek to keep children and vulnerable adults safe by:

- Valuing, listening to and respecting them;
- Appointing a safeguarding officer and a lead trustee member for safeguarding;
- Adopting child protection and safeguarding best practice through our policies, procedures and expectations of staff and volunteers and fostering a culture of good practice in relation to EMES activities;
- Providing effective management for staff and volunteers through support and role-appropriate safeguarding training, so that all staff and volunteers are able to follow our policies, procedures and behaviour codes confidently and competently;
- Responding without delay to any allegation or complaint that is made that suggests that a child, young person or vulnerable adult may have been harmed or is at risk of harm;
- Keeping an open mind when allegations emerge, despite friendships and reputations;
- Ensuring all staff and volunteers know when and how they should report a concern, what action to take and when to inform a statutory agency;
- Cooperating fully with police and other statutory agencies in the investigation of abuse;
- Recruiting and selecting staff and volunteers using the principles of safer recruitment, ensuring all necessary checks are made;
- Recording, storing, using and destroying information professionally and securely, in line with GDPR legislation and guidance;

- Sharing safeguarding information and good practice with vulnerable groups and their families;
- Ensuring that vulnerable individuals and their families know where to go for help if they have a concern, using our safeguarding procedures to share concerns and relevant information with those responsible for safeguarding and/or relevant outside agencies;
- Using our procedures to manage any allegations against staff and volunteers appropriately;
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any incidents arising;
- Ensuring that we have effective complaints and whistleblowing measures in place;
- Providing a safe physical environment for our children, young people, staff and volunteers, inside or outside of Quaker buildings, by applying Health and Safety measures in line with the law and regulatory guidance;
- Building a safeguarding culture where staff, volunteers, adults at risk, children, young people and their families treat each other with respect and are comfortable about sharing concerns;
- Promoting and fostering a culture of 'informed vigilance' about the dangers of possible abuse and creating an environment where safeguarding is everyone's responsibility;
- Taking appropriate action where someone is known to have harmed someone or to pose a risk to children, young people or adults, to protect all vulnerable groups – such a person will only be able to attend EMES activities if appropriate pastoral care can be put in place to support them, along with robust and effective risk-management during the event;
- Preparing risk assessments for our events.

Online events:

In addition to the above points, the following applies to our online events:

- We will ensure all our activities support all our children, young people, adults at risk, staff and volunteers to stay safe online.
- We will maintain clear and open relationships with parents and/or carers regarding communication with them and their children or young people. Any exceptions to this will be carefully assessed and risk-managed by at least two staff/volunteers.
- We will be clear and explicit with children, young people and adults at risk about information that we need to share and why.
- We will be friendly and professional in our communications, not over-familiar or personal.
- We will not share personal information or request or respond to any personal information from a child or young person or adult at risk, other than that which might be essential as part of the role we are carrying out on behalf of Quakers.
- When communicating electronically with a person we know to be an adult at risk, we will always copy in a responsible person from within our organisation (this could be a more senior colleague, team leader or safeguarding coordinator/lead) to achieve maximum transparency in our dealings with that vulnerable person.
- In our authorised email communications with children and young people, we will only communicate specific information relating to the work of the organisation; we will not use email communications as a tool for building one-to-one relationships.

- We will only use equipment provided by the organisation to communicate with children, young people and adults at risk. An exception to this would be the necessity to use a home computer if working from home with no access to a work computer.
- We will not delete records of electronic contact with individuals or groups of children, young people or vulnerable adults, including text messages and emails. This is a requirement of the Independent Inquiry into Child Sexual Abuse (IICSA) and will be reviewed when the enquiry is complete.
- We will always respect a person's right to confidentiality unless abuse or harm is suspected or disclosed.
- We will not use visual communications (Skype, Zoom, etc.) to communicate with children and young people, unless for a specific pre-planned event, which will be supervised by trained staff and volunteers. All events have a staff member attached, to provide professional support and guidance to volunteers.
- Where practicable, staff and volunteers will use headphones at online events for the purposes of confidentiality.
- We generally use Zoom as the platform for our online events. Zoom should only be downloaded from the company's website <https://zoom.us/download> as downloads from other websites may cause security issues.

Electronic communication with young people:

- Only staff and EMES youthgroup volunteers should communicate digitally with children, and young people must be safely recruited.
- All communication must be visible and accountable. Keep a record of emails, messages, or calls with young people.
- Volunteers will not communicate with an individual young person by mobile phone or email unless the young person is a member of a planning team, parental consent has been obtained and a staff member is copied on the message, or is forwarded a copy as soon as practicable.
- Phone or video calls should be arranged so another adult is present, either in person or listening with the young person's knowledge.
- Short one-to-one phone calls may be necessary in some circumstances. If there is the need for a longer call, arrange a call back when another adult can be present.
- Communicate only between 9am and 9pm, ideally outside school hours, except at events when breakfast reminders and the like may be appropriate. Exceptions can be made in circumstances such as an emergency, for an online event or for notification of a short-notice change of plans in agreement with a team leader or other responsible person.
- Staff and volunteers must follow safeguarding procedures if concerns arise

Consent for photographic images and videos online:

- Permission will be obtained from parents/carers for use of images of children or young people on the EMES website or in other EMES and FWCC publications. Images will only be used for the specific purpose for which permission was sought and granted.
- Photographs that include children or young people will be selected carefully to avoid them being easily identified.

- Full names will not be used on the website in association with photographs of children and young people.
- It is not appropriate to publish images of adults who are known to be at risk, unless for a specific and limited purpose which has been agreed by those with a caring responsibility for the person.
- Use of images will reflect a diversity of age, ethnicity and gender as far as possible.

Regular Reviews:

This policy will be reviewed annually in the light of any new guidance, information or legislation. A more comprehensive review will take place every three years.

Key Safeguarding Contacts:

<p>Trustee Safeguarding Coordinator: Lena Froese lenaf@fwccemes.org Appointed until AM2027, minute EC 2026/28</p>	<p>Staff Safeguarding Coordinator: Michael Eccles michael@fwccemes.org +447934310715</p>
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Revised & approved by EMES Executive Committee April 2026

Appendices:

1. EMES safeguarding procedures
2. Safeguarding Concern Management Form
3. Staff Safeguarding Coordinator
4. Safeguarding Trustee Role Description

Appendix 1: EMES safeguarding procedures

Note about use of the policy and procedures:

EMES acknowledges that this policy and procedures are based on safeguarding laws in the UK. When the policy and procedures are used in countries other than the UK, guidance will be sought from local Quakers about their procedures and we will contact the relevant authorities in the country where the event is taking place. If the policy and procedures are being used online, then the country of the online host will be considered the country of the event.

The EMES Executive Committee has appointed a Trustee Safeguarding Coordinator and Staff Safeguarding Coordinator to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

Under no circumstances should a staff member or volunteer carry out their own investigation into an allegation or suspicion of abuse. The following procedures are to be applied:

- The staff member or volunteer should make a report of the concern as detailed below.
- The person in receipt of disclosures, allegations or concerns of abuse should report concerns as soon as possible to the EMES staff or Trustee Safeguarding Coordinator.

The staff member or volunteer can also contact Thirtyone:eight to get further advice if required:
Tel: +44 (0)303 003 1111 (select option 2)

The staff member or volunteer should record the disclosure, allegation or concern onto the Safeguarding Concern Management Form (Appendix 2 of the EMES Safeguarding Policy) and share this with the Trustee Safeguarding Coordinator or Staff Safeguarding Coordinator (Safeguarding Lead) as soon as possible.

The Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then contact the relevant statutory services:

EMES is a Scottish Charity; for Scotland:

Police Scotland: Tel 101 or 999 if person at risk of harm

Child's Named Person:

Office of the Scottish Charity Regulator (OSCR):

NB – please note that the Child's Named Person can change depending on their age and so it is important to be aware of this for your context.

The Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator may need to inform others, depending on the circumstances and/or nature of the concern, such as:

- Clerk of Trustees or trustee responsible for safeguarding, who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Local Authority Designated Officer – LADO (England and Wales), Child's Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a staff member or volunteer working with someone under 18.
- The local Quaker community of anyone affected by a safeguarding concern.

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, police Scotland or Police Service Northern Ireland (PSNI,) or taking advice from Thirtyone:eight.

The EMES Executive Committee will support the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator 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 the EMES Executive Committee hopes that members of the organisation will use this procedure outlined above. If, however, the individual with the concern feels that the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope that by making this statement the EMES Executive Committee demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator 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 or a symptom of neglect, or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland) (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.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care directly for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing), if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland).

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator will:

- Contact the Children’s Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland) for children and families and police, police Scotland or Police Service Northern Ireland (PSNI) on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight, if for any reason they are unsure whether to contact Children’s Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland)/police, police Scotland or Police Service Northern Ireland (PSNI). Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult at risk:

If there are concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland), who will be able to advise whether this reaches the safeguarding threshold and any actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Identify support services for the Survivor 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 staff member (whether a volunteer or paid member of staff), whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer – LADO (England and Wales), Child’s Named Person (Scotland) or the Gateway Team (Northern Ireland) – 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 relevant Disclosure and Barring Service – DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) – for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales), Children’s Social Care (Scotland) or the Gateway Team (Northern Ireland), if they are involved.
- Share information about the concern with the police, police Scotland or Police Service Northern Ireland (PSNI).

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

The Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator will:

- Liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland), following the advice of Adult Social Services.

- Share information about the concern with the police, police Scotland or Police Service Northern Ireland (PSNI).

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 Social Care to decide, not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation of non-recent sexual abuse is made by a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation of non-recent sexual abuse is made by an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales), Police Scotland or Police Service Northern Ireland (PSNI). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged perpetrator, however, must not share details of the survivor.
- If the alleged perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer – LADO (England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) – whose function is to handle all allegations against adults who work with children and young people, whether in a paid or voluntary capacity.
- If the alleged perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them, consider appropriate action with regards to the scale of the concern.

Approved by EMES Executive Committee April 2026

Appendix 2: Safeguarding Concern Management Form

Part 1: Assessing and Responding to a Safeguarding Concern

This part of the form should be completed by the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator.

Date concern received:	Date & Time of writing:
Name of Safeguarding Team Member:	
Brief overview of the concern:	
<i>Briefly describe what you know about the concern, who told you of it and when, actions already taken if any. Attach the safeguarding alert form if you have one.</i>	
Is this a safeguarding concern?	
Has a person been harmed in any way, or is the person at risk of harm if action is not taken?	Yes/No
Are there indicators that suggest the person may be being harmed, exploited or abused?	Yes/No
Is there a concern that the person has endangered the safety or wellbeing of others?	Yes/No
Has something happened that puts this person's safety or wellbeing at risk and renders them in need of professional support or assistance?	Yes/No
Initial Safeguarding Assessment	
Level of Safeguarding Concern	
High risk – Protection concern (<i>Action needed in 24 hrs; call the LA social care team</i>)	
Medium risk – person in need of help (<i>Refer to agencies – action needed in 3 days</i>)	
Low risk – early help & targeted support (<i>Signpost & refer to agencies if necessary – action needed in 7 days</i>)	
Not a safeguarding concern (<i>eg welfare issue; offer support via Pastoral Friends</i>)	
If the person concerned has endangered the safety or wellbeing of others:	
Are they a member or attender of a Quaker Meeting or a role-holder? (<i>If yes, the incident needs to be reported to the Local Authority Designated Officer immediately</i>)	Yes/No
<i>If no, which agency or organisation does the information need to be passed to?</i>	

Does the matter need to be reported to external agencies (police, social care, healthcare)?
<i>If so, who, why, when?</i>
What immediate action needs to be taken to reduce any risks to the person or others?

Part 2: Ongoing Record

This part of the form should be completed by the Staff Safeguarding Coordinator or Trustee Safeguarding Coordinator, giving brief details of any actions or further information received when managing the concern.

Action and information log for a safeguarding concern		
Concern name and/or number:		
Safeguarding Team Member managing the concern:		
Date	Actions taken or information received	By whom

This form should be stored securely. Keep any notes made at the time together with this form.

Approved by EMES Executive Committee April 2026

Appendix 3: Staff Safeguarding Coordinator Role Description

Role purpose

Everyone has a responsibility to help safeguard children and adults at risk. Charities and other organisations are often open to all, and potentially more vulnerable. It follows, therefore, that care should be taken within organisations to appoint at least one person to undertake the safeguarding role. As the Safeguarding Lead, you act as the main source of support, advice and expertise for safeguarding in your organisation.

Duties and Responsibilities

- Advise and support the EMES Executive Committee in developing and establishing EMES's approach to safeguarding.
- Play a lead role in maintaining and reviewing EMES's plan for safeguarding.
- Create, review (annually) and distribute the safeguarding policy, procedures and resources throughout your organisation.
- Advise on training needs and development, providing or sourcing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers, ensuring all staff are aware of who the Staff Safeguarding Coordinator and Trustee Safeguarding Coordinator are, and how and when to contact them.
- Manage safeguarding concerns, allegations or incidents reported to EMES.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.
- Maintain accurate and secure records.
- Ensure EMES has sufficient safer recruitment procedures.
- Complete children and adult's safeguarding training and safeguarding leads training at regular intervals.

Skills and Abilities

You don't need to have previous experience or qualifications in safeguarding to be the safeguarding lead. Knowledge of safeguarding guidance and procedures is helpful, but you can learn this through training. You do need to be confident to lead and influence others and be prepared to deal with difficult situations and people. You also need to be organised and able to create clear systems and processes, as managing safeguarding concerns and tracking actions is the main part of your role.

- Ability to build effective working relationships with staff, volunteers and others.
- Ability to advise and support individuals at all levels within your organisation.
- Capacity to act with integrity and respect when working with others.
- Administration management skills.
- Good communication skills and ability to influence others.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.
- Good knowledge of types of abuse and harm.

Approved by EMES Executive Committee April 2026

Appendix 4: Trustee Safeguarding Coordinator Role Description

The Trustee Safeguarding Coordinator will, in most cases, be a volunteer from within the EMES Executive Committee who has skills, experience and confidence in the area of safeguarding. Sometimes, however, they will be a volunteer who starts without such resources, but is willing to undertake training to develop the knowledge and skills required to carry out the role.

Responsibilities

The Trustee Safeguarding Coordinator usually takes on three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee.

Strategic

- Consider EMES's strategic plans and make sure they reflect safeguarding legislation, regulations specific to EMES activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the Staff Safeguarding Coordinator regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- Check that EMES's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- If your organisation delivers activities that need inspections, be aware of how ready for those inspections you are and respond to any following reports.
- Make sure there is space on the agenda for safeguarding reports, and help trustees understand and challenge those reports.

Effective policy and practice

- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring EMES does to see whether policies and procedures are effective.
- Call for audits of qualitative and quantitative data (either internal or external) when they're needed.
- Learn from case reviews locally and nationally, to improve EMES's policies, procedures and practices.
- Oversee safeguarding allegations against staff or volunteers, together with the Staff Safeguarding Coordinator.
- Be a point of contact if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to support their understanding of safeguarding.
- Work with the Staff Safeguarding Coordinator in order to manage all serious safeguarding cases.
- Support regular safeguarding updates for all staff and volunteers.

Support from the Clerk of the Executive Committee

The Clerk of the Executive Committee should make sure that the Trustee Safeguarding Coordinator either has the required knowledge, skills, and experience or is supported to develop these.

This can include:

- setting up regular meetings together with the Trustee Safeguarding Coordinator and the Staff Safeguarding Coordinator.
- making sure the Trustee Safeguarding Coordinator is allocated enough time at meetings to provide full and detailed reports on safeguarding.
- encouraging the Trustee Safeguarding Coordinator to take part in local and national partnerships that can help EMES keep up to date with safeguarding messages, trends and priorities.

Approved by EMES Executive Committee April 2026