



Cumberland Area Quaker Meeting

Registered Charity No. 1161207

Adopted policies

As revised in March 2022

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Definitions

- “shall” - indicates a mandatory requirement
- “should” - indicates a preferred requirement
- “may” - indicates a discretionary option

1. Equal Opportunities

1.1 Cumberland Area Quaker Meeting (CAQM) is firmly committed to the principle of equality. It strives to create an environment in which all Friends, attenders and other users of our buildings and services are treated with dignity without discrimination, victimisation or harassment on the grounds of gender, marital status, race, ethnic origin, nationality, national origin, class, language, disability, sexual orientation, beliefs, appearance or age, or economic circumstances.

1.2 CAQM opposes all forms of discrimination and prejudice that fail to respect the individual. Local Meetings (LM's) are encouraged to adopt this policy in their own Meetings.

2. Safeguarding of Children, Young People, and Adults in need of care and support

2.1 Introduction

2.1.1 This is the *Safeguarding Policy* for Cumberland Quaker Area Meeting. More detailed information on our organisation and practices can be found in the *Safeguarding Procedures and Toolkit*. [The *Safeguarding Procedures and Toolkit* document (121 pages) is available at each of Cumberland Area Quaker Meeting's six meeting houses, and also on line].

2.1.2 This policy has been written in line with legislation, policy and guidance that seeks to protect children and adults at risk in England and Wales. We have adopted this Policy and associated Procedures in accordance with statutory guidance and recommendations of the 2021 IICSA report into child protection in religious organisations and settings.

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

2.2 The Purpose and scope of this Policy

2.2.1 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 Cumberland Quaker AM.

2.2.2 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.

2.3 What we do;

This is a summary of our activities with children, young people and adults

- Meetings for Worship open to the public
- Social, learning and outreach activities and events
- Pastoral care
- Children and Young People's Meetings are held weekly in some meetings. They are run by adult volunteers from the meeting. Special events and trips out are occasionally held for children, young people and adults. These may include sleeping overnight.
- Residential Events are occasionally organised for adults and children.
- Care of adults: The meeting does not expect those who provide pastoral care ("Overseers") or other volunteers acting on behalf of the meeting, to provide regulated activities for adults such as personal care or regular support with activities such as financial affairs.
- Projects: [eg: lunch club, youth club, social project, etc.]
- Hiring out rooms in our buildings

2.4 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, race, 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 even 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 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.

2.5 Responsibilities

Safeguarding is everyone's responsibility. Our Trustees hold specific responsibility on behalf of the Area Meeting (AM). One trustee is appointed as AM Safeguarding Coordinator and one or more Deputy AM Safeguarding Coordinators (not necessarily Trustees) may be appointed with safeguarding work delegated as agreed between the parties. **Contact details** for our Safeguarding Coordinators and/or Deputies are on the poster displayed in each meeting house and at the bottom of this document.

2.6 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. The primary focus of our processes to place individuals in roles is to prioritise the safety of our vulnerable groups.

2.7 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: 0303 003 1111.

2.8 Procedure for responding to concerns or allegations of abuse

Our Procedures document contains detailed information about how to respond to a Safeguarding concern. If someone is in immediate danger we will contact Police as soon as possible. Our Safeguarding contact details can be found in section 2.13 below.

2.9 Pastoral care

We will help those who have been affected by abuse who have contact with or are part of the AM to access pastoral care and support, working with or referring to outside agencies as appropriate.

2.10 Working with those who might pose a risk

When someone attending the local or area meeting is known to have abused others or is under investigation or known to be a risk to children or adults at risk, the LM and AM will be prepared to supervise the person and offer pastoral care. Robust arrangements will be put in place to protect children, young people and adults at risk. This may include supervision and boundary-setting, set out in a written contract to which they will be expected to adhere. Such a person will not be allowed to work with children, young people or adults at risk or have unsupervised contact with those groups.

2.11 Room Hire

Each of our local meeting room's hire agreements will require that organisations and individuals hiring rooms on our premises take responsibility for safeguarding for all their activities. It will require that any organisation using our premises has their own safeguarding policy which follows national good practice, and has their own insurance in place.

2.12 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.

2.13 Key Safeguarding Contacts

Trustee Safeguarding Coordinator:

Tricia Jagger Tel: 017683-51148

Deputy Safeguarding Coordinator/s:

Wendy Scott Tel: 017687-78076

Sara Braithwaite Tel: 07751-559896

Date: March 2022 Next Review Date: March 2025

3. Risk Management

3.1 CAQM shall regularly monitor the risks involved in its activities. These risks shall be reviewed at least annually, and shall be recorded. The risks concerned are those to individuals (Safety and electrical risks), risks to property (fire and water) and risks to the organisation itself (financial and legal compliance).

3.2 Procedures shall be largely practical in terms of who does what and when, and how it is recorded, and the triggers for action to be taken. This shall cover the six areas mentioned in section 3.1 above.

4. Health & Safety

4.1 In concern for the well-being of everyone using CAQM properties care shall be taken to ensure internally and externally the buildings, plant and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.

4.2 CAQM shall comply with current Health & Safety legislation, including Food Hygiene regulations, by ensuring an annual Health and Safety risk assessment of our properties and grounds is carried out to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.

4.3 CAQM shall ensure quinquennial surveys, including a full electrical examination, are carried out by professionally qualified people on all its properties and burial grounds.

4.4 CAQM shall ensure emergency evacuation procedures, fire appliances, and first aid kits are maintained and that safety notices are displayed in prominent locations in all of its Local Meeting Houses. Organisers of events using CAQM premises and grounds should seek permission from the Local Meeting regarding the use of candles, naked flames, and alcohol.

4.5 Local Meetings should ensure that users of their Meeting House take care, on leaving the premises, that everyone has left, that windows and doors are securely locked, and that keys to the property are returned promptly to those responsible for them.

4.6 Whilst the Trustees are responsible for overseeing the compliance of the Health and Safety Policy the day to day management of the policy shall be with the Members of Local Meetings. Local Meetings shall be responsible for making sure users/hirers of their premises conform to Health and Safety conditions particularly in respect to any electrical appliances they bring into the premises.

5. Data Protection.

5.1 The Data Protection Act 1988 sets out rules for collecting, keeping and using personal information about living individuals. CAQM as a charity in its own right shall comply with it and register with the Information Commissioner.

5.2 The Clerk of CAQM shall serve for the purposes of the Data Protection Act 1998 as data Compliance Officer and is responsible for ensuring that the recording and processing of data held by the Meeting conforms with the law.

5.3 CAQM and LM's storing information about their members and attenders on computers or other electronic devices or in manually processed paper files should be sensitive to the need to protect such information from unauthorised use and shall comply with all legal requirements for data protection. Basic information on members such as addresses can be kept by the CAQM on the official register of members without notification of those concerned. Such information may be passed to the Yearly Meeting database, except that members may then request that information other than their names be withheld. Non-members need to give their permission before information about them is disclosed to others outside their Local Meeting.

5.4 Information on attenders and non-member partners of members shall only be held with their explicit consent. Information on children not in membership may only be held with the explicit consent of their parent or guardian. Completed consent forms for inclusion in the CAQM and the Yearly Meeting database shall be obtained.

5.5 Friends should be made aware of the difficulty of maintaining perfect security of the printed lists made available to members and, frequently, to attenders, and should be given the opportunity of deleting some or all of their personal details.

5.6 If CAQM or LM's record any other information on members and attenders, whether electronically or in paper-based records, for example in connection with nominations work or with applications for membership, the persons concerned shall be informed that their information is held and that they may see and approve their own record.

6. Grant Making

6.1 Grants from restricted funds are only made in accordance with the criteria laid down in those funds.

6.2 Grants and expenditure from unrestricted funds are made from time to time by the decision of CAQM. In the case of a grant or donation to a non-Quaker charity this shall occur only with those projects which come within the Quaker ethos and are in line with our Charitable objectives, and then with the agreement of CAQM, and duly recorded in a minute. In such cases the trustees shall record such a grant or donation in their annual report where the relevant AM minute shall be recorded.

6.3 Each Local Meeting may make designated collections towards other charitable organisations doing work locally, nationally, and internationally. Donations and grants from Local Meeting general funds to both Quaker and non-Quaker projects should be made at meetings for church affairs either locally or by the Area Meeting itself. In the case of grants and donations to non-Quaker charities such grants shall not be made from Local Meeting funds but by a 'special collection' where the treasurer acts as an agent for the collection made by the members. Special collections may also be used for donations to organisations that are not charities, for example Amnesty International.

7. Investment

7.1 The aim of our investment is to ensure that the best interests and the concerns of the CAQM and of the beneficiaries of individual trusts are accounted for in the choice and performance of investments.

7.2 In investing funds the CAQM seek to ensure compliance with the best interests and concerns of CAQM and the Religious Society of Friends in Britain and with the provisions of the Trustee Act 2000, and any subsequent legislation.

7.3 The CAQM should apply criteria for socially responsible investment, maximising exposure to companies or funds with positive ethical practices or criteria, and minimising exposure to companies or funds with poor records in any area of social or ethical responsibility.

7.4 The CAQM shall invest at low or medium risk and maximise returns within these levels of risk and the ethical criteria above specified.

7.5 The CAQM should maintain and preferably enhance the capital value of the invested funds.

8. General Reserves

Unrestricted Funds

8.1. All Meeting Houses and Burial Grounds are owned by Cumberland Area Quaker Meeting. [Presently Penrith and Mosedale MHs and Newby Head BG are not owned by CAQM but are treated as if they were, and will become so once a Charity Commission Scheme is completed].

8.2. Funding of major repairs to MHs (ie > £5k - £10k) is the responsibility of CAQM's Premises Fund, and not of Local Meetings. CAQM is responsible for the exterior of the MHs, and things like electrical re-wiring or major changes to plumbing in the interior. The LM Premises Committees will remain responsible for progressing such work, but will need to liaise with AM Trustees about the funding.

8.3. All repairs and maintenance of BGs is the responsibility of CAQM.

8.4. Local Meetings should not hold reserves for major repairs to MHs.

8.5. Reserves held by CAQM will allow for the types of buildings owned; for past historical expenditure; and for reasonably expected future expenditure. The Premises Fund should aim to hold 2½% of the total insured value of the premises for which CAQM is responsible. The actual amount in the fund may fluctuate. [Note: The figure of 2½% reflects the fact that CAQM is responsible for several old properties some of which are listed.]

8.6 After incidents of flooding in 2005 and 2009, the Meeting House at Keswick was flooded again in 2015. The repairs carried out at that time included substantial work to try and make the building more robust in the event of another flood. This was paid for by the insurer and as a consequence, insurers are no longer willing to provide cover for flood damage. Trustees have considered various scenarios in the event that Keswick MH is flooded again (despite all the additional resilience measures that have been adopted).

Based on previous repair costs, trustees believe that a sum of £100,000 should be held in addition to the amount defined in 8.5 above. This would mean a total reserve of £217,500 be held.

As at 01 January 2020 CAQM held about £270,000 in reserves (including funding held by LMs – see 8.8 below). Trustees thus conclude that CAQM does presently hold sufficient reserve funding, but without significant excess. In any case, in the event of another catastrophic flooding in Keswick it may be necessary to sell the residential properties in Keswick – see 8.11 below.

8.7. Other reserves for unrestricted funds held by CAQM and those held by LMs will be a minimum of six months' normal expenditure, and not more than one year's normal expenditure.

8.8 Any sums held by LMs in excess of one year's normal expenditure shall be considered to be part of CAQM's reserves in the Premises Fund.

Restricted Funds

8.9 The endowed capital in the following funds cannot be spent and so they cannot be counted towards reserves: Scotby Meeting House and Burial Ground Trust, Orton Field Trust, Allonby Meeting House Trust, William Temple Trust, the Wright's Estates Charity and the David Beatty Legacy.

8.10 The proceeds from the sale of Wigton Meeting House, Eaglesfield Meeting House and Whitehaven Meeting House can only be used for the purposes agreed with the Charity Commissioners.

8.11 The residential properties known as Rogerfield and 25, St. Herbert Street in Keswick were bequeathed subject to a number of conditions, though when certain conditions are fulfilled, or *in extremis*, they may be sold. Current policy and practice is to hold £20,000 as a repairs reserve for Rogerfield and £10,000 for 25, St. Herbert Street. Beyond those amounts accumulated income may and should be used for the purposes for which the Marjorie Pollock Bequest and the Doris Liversidge Bequest were given.

8.12 Bequests to CAQM valued over £10,000 which are available for the general purposes of CAQM, though part of the CAQM General Fund for accounting purposes, may be held for up to ten years to enable CAQM to consider the best use to which the bequest may be put.

9. Policy for the right keeping of records

9.1 There shall be a standard policy across Cumberland Area Quaker Meeting (CAQM) for the creation, indexing, retention, security and deposit or disposal of CAQM and Local Meetings (LM) records for which oversight lies with two Custodians of Records appointed by CAQM.

9.2 The basic guidelines to be followed are those contained in the summary 'Your Meetings Records', which was prepared by Friends House Library Committee.

9.3 Records kept shall include minutes and other significant documents to include property plans, an outline of major structural developments undertaken, and annual financial statements. Records kept should be clearly labelled with the name of the LM, the nature of the record, the dates covered by the records, and the retention qualification instructions i.e. permanent, destroy after 10 years, etc. No records shall be destroyed without consulting one of the Custodians of Records. Records regarding Safekeeping need to be kept indefinitely.

9.4 The documents held at home by Friends shall be kept to a minimum ideally in a safe or metal cabinet.

9.5 Documents held by CAQM and LM's should be no more than the current minute book or file and the book or file prior to them held locally, and in any case covering no more than past 10 years. Earlier records with the exception of Nominations Committee and Elders and Overseers should be given to one of the CAQM Custodians of Records who should arrange for them to be lodged at Cumbria County Council Archives Centres. Elders and Overseers minutes shall be deposited provided that an embargo of 50 years is imposed on public access.

9.6 Records of purely local archival interest for example visitors' book, photographs or videos could be held for longer, while interest remains, if held in a fire secure place, and thereafter forwarded to the CAQM Custodians of Records for depositing at Cumbria County Council Archives Centres.

9.7 Materials used should be such that deterioration is minimized for example on archival standard quality paper (i.e. lignum free, acid resistant papers) and, if handwritten, with permanent ink. Unless minutes are hand-written in a bound minute book, a four-hole file is considered more secure for filing. Papers should not be stuck into books with cello tape, glue, or fixed with staples or paper clips. Do not consider electronically stored records to be permanent.

9.8 All Meetings shall retain photographs of their meeting house, at least of the exterior view, noting the date on which it was taken.

9.9 Photographic quality is best kept in polyester wallets or interleaved with archival quality paper in an album.

9.10 If records are taken away by other than the Local Meeting Clerk this shall be noted and signed for. Their whereabouts should be checked at least annually.

9.11 Local Meeting Clerks should maintain a duplicate minute book for local working purposes in order to facilitate the early deposit of original documents.

9.12 The extent to which this policy has been followed shall be recorded by the Local Meetings and the CAQM Trustees.

10. Privacy Policy

10.1 Cumberland Area Quaker Meeting is the data controller for the personal data we collect for the administration of the meeting. The address and contact details for Cumberland Area Quaker Meeting are:

Cumberland Area Quaker Meeting

Penrith Quaker Meeting House, Meeting House Lane, Penrith, Cumbria CA11 7TR

am.clerk@cumberlandquakers.org.uk

10.2 We collect personal data from our members and people closely associated with the organisation for the legitimate interests of our organisation. This includes:

- Basic membership data
- Contact info
- Biographical data for nominations procedures

10.3 We collect some data for the performance of contracts such as:

- Employment data for our employees

10.4 Where appropriate we will ask for consent for collection and management of personal data, such as

- Data collection from non-members
- Data collection from children
- If we share data externally

10.5 We shall never sell any personal data.

10.6 We shall take appropriate measures to ensure data we collect is kept securely. This includes:

- Keeping certain data in locked storage areas
- Securely shredding personal data
- Ensuring only the relevant people have access to personal data
- Taking measures to ensure security of data on digital systems such as ensuring our devices are password protected and have up to date anti-virus software

10.7 If you are unhappy with how your personal data has been managed, please contact: am.clerk@cumberlandquakers.org.uk.

If you are still unhappy after discussion with the Area Meeting, you can contact the Information Commissioners Office here: <https://ico.org.uk/>

CAQM Policies

Published 2016

With revisions in 2021 and 2022

Revised reserves policy, and new Privacy policy

Future updates will be put on the CAQM website www.cumberlandquakers.org.uk/Policies.htm