

FINAL DRAFT (17/7/26)

Terms of Reference – Children, Young People and Families Committee – Quakers in London

1. Purpose

The Children, Young People and Families Committee (the 'Committee') is appointed by Quakers in London (QiL) to support, nurture, and safeguard the spiritual, emotional, and social development of children and young people and to support and involve families in the activities of QiL. The Committee upholds good practice, inclusion, safeguarding, and Quaker testimonies in all activities involving children and young people across London.

2. Responsibilities

2.1 Spiritual Nurture and Programme Development

- Supporting the planning, and delivery of activities to nurture the spiritual life of Children, Young People and families across QiL.
- Helping QiL to be age inclusive in all of its activities and structures including outreach.
- Encouraging approaches and activities that reflect Quaker values
- Providing resources and guidance to Local Meetings for Children and Young People's Meetings across London.
- Promoting and enabling attendance at Quaker programmes and gatherings such as (but not limited to) Junior Yearly Meeting, Friends Southern Summer Events, London Link events, BYM children's programme.
- Fostering ecumenical and interfaith understanding and community building for Children and Young People

2.2 Safeguarding

- Assisting QiL Safeguarding Officers and Coordinators with the requirements for safeguarding to help QiL and Local Meetings maintain safe environments for Children and Young People.
- Staying updated with legislation and BYM guidance with respect to Children and Young People.
- Ensuring there is accompaniment by a legal guardian or appropriately appointed adult for all people under the age of 18 attending CYPF events.

2.3 Support for Volunteers and Workers

- Supporting volunteers and staff who provide support and care to children and young people across QiL including in Local Meetings. This may include helping to provide induction, training, and development guidance as well as pastoral support

2.4 Support for Families

- Encouraging and supporting Local Meetings in the provision of family-friendly activities
- Providing ways for Quaker families across London to be in touch with one another

2.5 Oversight and Coordination

- Working together with the BYM appointed London Children and Youth Development Worker to provide a forum to learn and share practice across QiL and Local Meetings..
- Liaising with other Quaker, ecumenical and interfaith organisations providing support and fellowship to Children, Young People and Families
- Acting as a communication channel between Local Meetings, Trustees, and Area Meeting on matters affecting Children, Young People and Families.
- Advising and liaising with the Finance Committee on provision of financial support for CYPF work at London-wide and local levels, proposing a budget each year to cover London-wide initiatives.

2.6 Record Keeping and Reporting

- Reporting annually to QiL and Trustees
- Promptly raising Concerns or issues needing QiL or Trustees' attention, in liaison with the Safeguarding Coordinators where appropriate.

3. Authority

The Committee may take decisions necessary for safe and effective work within agreed policies and budgets of QiL. It may form working groups, liaise with BYM staff, other Quaker organisations/groups and external organisations as led.

4. Membership

Members are nominated by Nominations Committee and appointed by Quakers in London. They are appointed for three-year terms, renewable once. The Committee should have at least 6 members from across London LMs. In Nominating to this body, prioritisation should be given to Friends currently working with or who have experience in children's work,, pastoral care, or education. A Clerk/Convenor is appointed by the Committee from among their number. A minimum of 3 members as well as the Clerk/Convenor is required for all decision making.

The BYM London CYP Development Worker, representatives from London Link Group, QiL Staff or Safeguarding coordinators and QiL Trustees may also attend as needed or led. .

5. Meetings

All meetings are to be conducted after the manner of Quaker meetings for church affairs with the clerk/convenor taking responsibility for preparing minutes during the meeting that are agreed during the meeting.

The Committee should meet at least three times a year online or in person, or additionally as required.

Minutes are shared with QiL and Trustees when relevant and subject to confidentiality considerations. Copies of minutes should be retained in accordance with QiL Record Keeping policies.

6. Accountability

The Committee is accountable to QiL and reports annually, and to Trustees as needed.

7. Review of Terms of Reference

These ToR are reviewed every three years or sooner if legislation, BYM guidance, or structures change. Amendments go to QiL for approval.