



SAFEGUARDING POLICY OF FARNHAM VINEYARD CHURCH

Company No. 4943739

Insurance company: Ansvar, 31 St Leonards Rd, Eastbourne, BN21 3UR

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Responsible staff member	Senior Pastor
Responsible lead	Designated Safeguarding Lead

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Section 1: Contact details

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Office telephone: 01252 737586
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Senior Pastors: Guy & Esther Pritchard

Senior Pastor's email address: Guy@farnhamvineyard.org.uk
Esther@farnhamvineyard.org.uk

Designated Safeguarding
Lead (DSL): Elizabeth Wicker
Contact details: Safeguarding@farnhamvineyard.org.uk

Deputy Designated Safeguarding
Lead (DDSL): Esther Pritchard
Contact details: Safeguarding@farnhamvineyard.org.uk

Farnham Vineyard
Insurance Company: Ansvar, 31 St Leonard's Road, Eastbourne
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Farnham Vineyard Charity No. 1101445
Company No. 4943739

As followers of Jesus, we are keen to follow Him in sharing God's love and care for everyone that comes into contact with us, particularly children and adults with additional care and support needs. We want to provide a safe environment in which people can thrive emotionally and spiritually.

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees.

The board of trustees is appointed to have independent authority and legal responsibility for how an organisation or charity operates and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship, it is vital that all workers ensure they

do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted. As of April 2022, it is illegal (in England, Wales and Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- those who lead do so by example
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- there is open communication

Our commitment

As a Leadership, 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 a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

Section 3: Prevention

Understanding abuse and neglect

Child abuse or abuse against an adult can be a 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.

To safeguard those in our places of worship and organisations 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.

Safer recruitment

The Leadership will ensure all workers appointed are; 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and Disclosure and Barring Service (DBS) disclose check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given and read a copy of the organisation's safeguarding policy and understands how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership 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.

Practise Guidelines

As a place of worship working with children, young people and adults with care and support needs, we wish to operate and promote good working practise. This will enable workers to run activities safely develop good relationships and minimise the risk or unfounded accusation.

As well as the general code of conduct for workers, outlined below, we have best practise guidelines that are regularly issued to all who work with children or young people on behalf of Farnham Vineyard (Appendix 2).

Practical child supervision issues

All children and young people will be treated with dignity and respect by workers, which is shown by the workers' attitude, language and actions.

- The Leadership Team will, as far as possible, ensure safe access to, and use of its facilities and activities. There will be an adult presence in any isolated approach areas to the activity and lighting, both external and internal should be adequate.
- As far as possible all small-group activities will take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass panelled doors.
- The ratio of adults to children will always be adequate to ensure safety. To be prepared for emergencies, there will never be less than two adults on duty. The minimum number of adults required for certain age groups are:-

	Adults : Children		
0-2 years	1	:	3
3 years	1	:	4
4 to 11 years	1	:	8
11 to 14 years	1	:	15
15 to 18 years	1	:	20

- Where possible, mixed gender groups of older children will be planned to have both male and female workers to enable children to relate to workers of the same gender. Counselling or matters of a confidential nature will preferably be conducted by an adult of the same gender as 30 Practice Guidelines the child or young person. Younger children will be given a choice.
- If a mixed gender activity involves an overnight stay, there will be both male and female leaders present. If the activity is single sexed, a leader of the opposite gender may not be required.
- Workers will only be alone with a child in exceptional circumstances. In a counselling situation with a young person, where privacy and confidentiality are essential, workers will make sure another adult knows the interview is taking place. Another adult should be in the building and the child should know this.
- If a worker is seeing a child or young person individually off-site for any reason (befriending or disciplining etc), this will be with the knowledge of the group leader and with parental consent. The young person must either be the same gender as the worker or of someone accompanying them. If possible, such meetings should be in public places, or another adult should be present or close by. No young person will be invited to a worker's home alone unless this has been agreed with the child or young person's parents or carers.
- No person under 16 years of age will be left in charge of a group of children of any age. Children and young people attending a group should never be left alone at any time.
- A register of children or young people attending any church clubs or activities will be kept. All children must be signed in; those children under the age of five should be signed in and out by the parent or carer bringing and collecting them. If any child arrives unaccompanied and leaves early, time of departure should be recorded in the register. A register will be kept of the helpers present for that session and any others in the room being used at that time (e.g. a plumber). Identification will be asked for.
- A log book will be available for all activities for children and young people. In this workers can record unusual events, including fights and action taken with each leader recording what they witnessed. Entries must be removed and given to the DSL (or deputy) to be stored separately in keeping with the Data Protection Act.
- A First Aid box will be accessible at all children and youth activities. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the accident book, and the entry signed by parents. Entries will be removed and stored separately in keeping with the Data Protection Act.

Visiting children at home

Children's workers and leaders may need to visit children and their families at home from time to time. The parents may or may not be church attendees. If this occurs: -

- Inform your leader or another worker of the proposed visit;

- Never go into a child's home if the parent/carer is absent;
- Keep a record of the visit, noting date and purpose;
- If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer – to include contact telephone numbers

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued and had the opportunity to discuss the Code of Conduct for working with children, young people and adults and will be given clear expectations about what is expected of them both within and outside of their job role. They will also receive further training as necessary.

Section 4: Partnership working

The diversity of organisations and settings 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, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's (an independent Christian safeguarding charity) safeguarding standards.

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.

Section 5: Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Below procedures should be followed.

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:
- **Name:** Elizabeth Wicker **Tel:** 07803 521345

Email: safeguarding@farnhamvineyard.org.uk

The above is nominated by the Leadership 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.

- In the absence of the Safeguarding Lead or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Esther Pritchard

Tel: 07758364998

Email: esther@farnhamvineyard.org.uk

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.Option 2

Alternatively contact Social Services or the police.

- The Safeguarding Lead should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Surrey Children's Services (Children's Single Point of Access)

Tel: [0300 470 9100](tel:03004709100)

Out of hours Tel: [01483 517 898](tel:01483517898)

Website Address: <https://www.surreycc.gov.uk/children/contact-childrens-services>

Adult Social Care

Tel: [0300 470 9100](tel:03004709100)

Out of hours Tel: [01483 517 898](tel:01483517898)

Website Address: <https://www.surreycc.gov.uk/adults/care-and-support/concerns>

Police Protection Team Tel: Emergency number is 999 or non-emergency is 101

- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

Designated Officer/ Local Authority Designated Officer (LADO) if the allegation concerns a worker or volunteer working with someone under 18.

- 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 Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding Lead/ Deputy in their role and accept that any information they may have in their possession will be shared in a manner that is both necessary and proportionate, as this ensures that information is only shared 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 Leadership hope that members of Farnham Vineyard church will use this procedure outlined above. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead or Deputy Lead as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead/ 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 Lead/Deputy will:

- Contact Children's 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 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 accompany them. In cases of real concern, if they still fail to act, contact Children's 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 Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead/Deputy will:

- Contact the Children's Services or Police Child Protection Team and seek and follow direct advice. **During evenings, weekends and bank holidays, the Surrey emergency duty team contact details are: 01483 517898, email edt.ssd@surreycc.gov.uk**
- 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 Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection:

Suspicious 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, Safeguarding Lead/Deputy will:

- Contact the Adult Social Care 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, Safeguarding Lead 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 worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Services regarding the suspension of the worker
- Make a referral to a Designated Officer (DO) sometimes 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 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 Lead will:

- Liaise with Adult Social Care regarding the suspension of the worker
- Make a referral to the Disclosure and Barring Service (DBS) following the advice of Adult Social Care

The Care Act 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 church.

Section 6: Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: _____ Position: _____

Signed by: _____ Position _____

Date: _____

This policy includes the following sections:

1. PROTECTING CHILDREN AND APPOINTING CHILDREN'S WORKERS
2. APPOINTMENT PROCEDURE FOR CHILDREN AND YOUTH LEADERS AND HELPERS (VOLUNTEERS)
3. APPOINTMENT PROCEDURE FOR CHILDREN AND WORKERS (STAFF AND CONTRACTORS)
4. SAFETY AND SUPERVISION OF CHILDREN

1.0 PROTECTING CHILDREN AND APPOINTING CHILDREN'S WORKERS

1.1 INTRODUCTION

1.1.1 Farnham Vineyard ("the Church") has a growing children's and young people's ministry. It takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

- 1.12** As part of the mission of the Church it is committed to:
- Valuing children and young people, listening to them and relating effectively to them whilst ensuring their protection during church activities.
 - Encouraging and supporting parents/ carers.
 - Ensuring that children's / youth workers are given support and training.
- 1.13** The Church recognises that many children and young people today are the victims of neglect, and physical, sexual and/ or emotional abuse. Accordingly, the Church has adopted the policy contained in this document, entitled 'Protecting Children and Appointing Children's Workers' (hereafter called 'the policy'). The policy sets out guidelines relating to the following areas:
- Responding to allegations of abuse or neglect, including those made against leaders or members of the Church.
 - Appointing children's / youth workers.
 - Supervision of activities and practice issues.
- 1.14** The Church is committed to an on-going training programme for all children and youth workers.
- 1.15** The policy contained here is formulated to help children's/ youth workers to prevent abuse, recognise abuse and respond appropriately when abuse is disclosed or discovered.
- 1.16** As an organisation working with children, the Church has a general responsibility to act if abuse comes to light and, as far as possible, to protect children from the possibility of being abused within the church. Children's workers will need to be prepared for the fact that a child could disclose abuse.
- 1.17** It is important for a worker to listen carefully to what the child says without prompting or using leading questions
- 1.2 Responding to physical injury/ neglect/ other allegations (please also see pages 9 and 10)
- 1.21** ***If a child has a physical injury or symptom of neglect:***
- Generally it is appropriate to speak with the parent and suggest medical help/ attention is sought for the child. The doctor will then initiate further action, if necessary. Alternatively, encourage the parent to seek help from the Social Services Department. With older young people it will be important to take their wishes into account with regard to speaking with parents.
 - If a parent is unwilling to seek help, then offer to go with them. If they still fail to act you may need to seek help yourself e.g. via Social Services, subject to paragraph 2.3.
 - Where emergency medical attention is necessary, it should be sought immediately, informing the doctor of any suspicions you may have.
- 1.22** ***If there are allegations of sexual abuse:***

- Allegations of sexual abuse are usually denied and are often difficult to prove one way or the other. Because of this, a different approach is necessary in the interests of both the child and any person thought to be implicated.
- It is important to keep an open mind, but to protect everyone involved, contact Social Services (or the Police) directly for advice, subject to paragraph 2.3. Procedures exist in each area for cases to be investigated jointly by social workers and police officers.
- You should not speak to the parent (or anyone else) as there is always the possibility that they could be involved. It might be necessary to take immediate action to contact Social Services and/ or the police if it is not safe for a child to return home to a potentially abusive situation. Such a decision will be taken by the Senior Pastor/s and Safeguarding Lead. The fact that you feel the child's story is unlikely must not prevent you taking this action. It is in the best interests of both parties to involve the child protection authorities from the very beginning. *For example, a child may say that s/he has been abused by an older young person. The perpetrator could be a parent or close relative, but naming another young person may be the only way this child can seek help. Here it would be in the child's interests not to tell the parent before contacting the authorities.*
- If sexual intercourse is alleged to have occurred very recently then contact the police urgently so that any physical evidence is preserved. Do not interfere with any evidence such as stained clothing. If the allegations concern events more than a week old, then there is less urgency but either the Social Services or the Police must be informed promptly.

1.23 On hearing of alleged sexual abuse a church helper must report it to the Designated Safeguarding Lead (or if unavailable, the Deputy Designated Safeguarding Lead) The DSL will first contact thirtyone:eight for advice/support, and, if advised by thirtyone:eight, the Social Services Child Protection Officer (CPO) or Police Child Protection Team. The DSL will not speak to the parent or anyone else.

1.24 Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/ she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have subsequently been typed up. Notes must be kept securely.

1.25 Under no circumstances should the DSL attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the DSL is to collect and clarify the precise details of the allegation or suspicion and to provide this information, if advised by thirtyone:eight, to the Social Services, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

1.26 Church Leaders and workers should limit the sharing of information in relation to a particular incident strictly on a *need-to-know* basis, the Senior Pastor determining, in consultation with the DSL, who needs to know.

1.27 If the allegation is against a Church Leader who has responsibility for implementing this policy, the referral should be made after consultation with the Senior Pastor (provided the Senior Pastor is not the subject of the allegation) direct to Social Services after appropriate professional advice is sought from thirtyone:eight, subject to paragraph 3.2 of our Child Protection Policy, attached.

1.28 You should not discuss your suspicions with anyone other than those nominated above.

1.3 Third party / anonymous referrals / allegations

1.31 In cases where allegations are made by a third party (a “referrer”), the role of the church helper is immediately to consult with the DSL who will elicit as much information as possible from the referrer. Unless the person wishes to remain anonymous this should include the referrer’s details (name, address, telephone number) and as much factual detail as possible about the child and family concerned (names of family members, address, name / date of birth of subject child, ethnic origin, etc). Information as to the cause of concern/ nature of the injuries /observations should be included.

1.32 The referrer will be informed by the church leaders that information relating to any child at risk, or potentially at risk may result in referral to the Social Services Department, and in this event the Social Services Department may wish to interview the referrer (if known) as part of the Child Protection Investigation.

1.4 Action after referral

1.41 The church helper should make a careful written note of what has been observed and action taken, and this should be dated and signed. Subject to thirtyone:eight’s advice the Church Leaders should consider confirming the referral in writing to the Social Services Department within 48 hours.

1.42 At an early stage the Church Leader will need to seek clarification with Social Services as to his/ her role during the course of any investigation and making sure the family then know how s/he will be involved.

1.43 It may be helpful to provide a written report on the background in preparation for attendance at the Initial Child Protection Conference (normally within 15 days).

1.44 The Leader/ helper may be invited to attend the meeting of the Initial Child Protection Conference, either to contribute to the meeting or as a support to the parent. It is important to clarify the expectations in advance. The DSL will assist and advise the Leader/ helper in this process.

1.5 Action after Initial Child Protection Conference

1.51 If sent a copy of the minutes, the accuracy should be checked and the Chair of the conference informed immediately if any errors or amendments are required. The record is otherwise assumed to be agreed. Minutes must, if retained, be kept securely and confidentiality preserved. Minutes must not be passed on to anyone else or copied.

1.52 If dissatisfied with the outcome of the conference, the Leader/ helper should consult with the DSL and/or Church Leader who will communicate with the Chair of the meeting.

2.0 APPOINTMENT PROCEDURE FOR CHILDREN AND YOUTH LEADERS AND HELPERS (VOLUNTEERS)

2.1 An initial conversation / interview about the work of Children's Ministry and discussion of the role of leaders/helpers, takes place between the prospective leader/helper and the Children's Pastor, Youth Pastor or Senior Pastor. Prospective leaders will often be invited to observe a session to understand the requirements of the role more fully.

2.2 If both parties are keen to move forward, then the following checks will take place:

- The lead staff member will seek a verbal reference of suitability for the role from another church member (which could include staff members)
- The prospective leader/helper:
 - completes a DBS Disclosure check and is returned without issues.
 - is given the Farnham Vineyard Child Protection Policy to read and signs to confirm they have read it.
 - Attends an online safeguarding awareness course and passes the assessment.
- Once the above has taken place the applicant is welcomed into the team and begins to serve, subject to a 3-month review period.

2.3 Leaders / helpers are not appointed when:

- The nature of any matters revealed could be considered to place children at risk. It is stressed that a criminal record will not necessarily be a bar to appointment.
- The Senior Pastor feels that the applicant's help or skills would be better employed elsewhere in the church for their own, and the church's benefit.
- Following a probationary period, either party feels the role is not suitable for the leader/helper.

3.0 APPOINTMENT PROCEDURE FOR CHILDREN AND WORKERS (STAFF AND CONTRACTORS)

3.1 Applicants to positions working with children including (but not limited to) Pastor, Senior Pastor, Assistant Pastor, Children's Pastor and Youth Pastor are subject to the following process:

- An interview in which the DSL and Senior Pastor are present
- An assessment of leading a relevant session with children or young people at Farnham Vineyard.

Any role offer is subject to the return of:

- An enhanced DBS Disclosure check
- Two written references including a previous employer and a previous church
- A three-month probation period.

Before leading sessions with children or young people the worker will be required to:

- Complete the online safeguarding level 2 course and pass the assessment
- Read the Farnham Vineyard Child Protection Policy, and sign to confirm.

3.2 Workers are not appointed when:

- The nature of any matters revealed could be considered to place children at risk. It is stressed that a criminal record will not necessarily be a bar to appointment.
- Following a probationary period, either party feels they are not suitable for the role.

4.0 SAFETY AND SUPERVISION OF CHILDREN

4.1 GUIDANCE

These guidelines are given to protect children from abuse and workers from false accusation.

4.12 Supervision

- Names and contact details (phone numbers) should be given initially for all children when they are first signed into a Children's Ministry group on a Sunday.
- Each child must be signed into attendance for each Children's Ministry group (Embassy, Epic Kids or Crèche).
- The ratio of adults to children: the number of children attending Crèche/Epic Kids and Embassy will be monitored carefully to ensure adequate supervision is given. Please notify the Children's or Youth Pastor if numbers in your group require extra or less help.
- Never take a child away from your group or activity by yourself, without informing another helper, stating where and why you are going.
- You should, if possible, remain where you can be seen and within earshot, without breaching the child's confidentiality.
- If possible teams of leaders/ helpers will include both genders.

4.13 Boundaries (Crèche/Epic Kids only)

- Workers should treat all children/ young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children, avoid questionable activity (e.g. rough/ sexually suggestive games or comments).
- Personal care (or "toilet run") procedure:
 - Children should be made aware of where the toilets are and reminded to inform an adult should they wish to use the toilet at any point throughout the session.
 - If a child needs the toilet, they will be accompanied by an adult in the following way:
 - Children in nappies will have their carer fetched to change their nappy.
 - Children who are potty trained but under the age of 7 will be taken to the bathrooms by a female adult, preferably not one at a time. Children will be expected to toilet themselves, with the adult helper requesting the carer if assistance needs to be given.
 - Children over the age of 7 are to be accompanied to the bathrooms by a same sex adult, preferably not one at a time.
- Physical contact between adults and children (e.g. hugs, hi-fives etc) is healthy where appropriate, but should be initiated by the child not the adult. Physical contact is strongly discouraged in circumstances where an adult/child are on their own or not in a public place.
- All activities will take place at the Farnham Vineyard Centre. If any other location is to be used (e.g. weekend away, social activity, trip to Christian conference) then the worker will complete a risk assessment and advise all helpers/ leaders on the plans to seek carer/parental

consent ahead of time and to keep children safe, including in transporting them, undertaking sports or other activities, sleeping arrangements on residential etc.

4.14 Registration and collection (Crèche and Epic Kids)

- Registration: Carers should sign their children in, using the registration books for each age-group. A register will be kept of documentary evidence of children attending, stating which group and the group leader(s) for that week. Once children have reached the activity area, they are not allowed to leave it unless accompanied by a leader/ helper or their carer.
- Collection: The adult who collects the child must sign them out by handing back the numbered card given at the start of the session. The child will not be allowed to leave with an adult if the child does not recognise, or shows undue distress, toward the person authorised to collect them by the parent. If parents are not collecting their child after the Crèche or Epic Kids, they should inform the Leader beforehand and tell them who will be doing so. Parents are responsible for their children after they have been collected from Epic Kids or crèche.

4.15 Safety matters

Fire regulations will be read out once a term and a fire practice may be held as appropriate.

4.16 Feedback

- It should be accepted that anyone seeing another helper acting in a way which could be misinterpreted should speak to the individual, DSL and/or Senior Pastor about the concern.
- The Embassy, Epic Kids and Crèche helpers will have annual team meetings at which procedures are reviewed to ensure a common approach, together with the sharing of concerns and other matters which may need clarification and guidance. Notes will be kept.
- If any changes to the guidelines become necessary these will be reported at the meetings to ensure everyone is informed.

4.17 Helping children to protect themselves by:

- Helping them to develop an awareness of risk and safety.
- Encouraging them to talk about suspicions or situations where they feel uncomfortable.
- As Leaders, helpers and workers we should examine the way in which we present Christian truths, *e.g. children obeying parents*. This can be a real problem for a child who is being abused. Tell children that if they feel uncomfortable or that something may be wrong, they can always check things out with another adult.

4.2 RECOGNISING AND RESPONDING TO ABUSE

The following behavioural signs may be indications of child abuse but they should not be taken in isolation:

Physical signs

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures, etc which do not have an accidental explanation.
- Cutting / slashing / drug abuse.

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who displays sexualised behaviour by engaging in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Emotional signs

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy, is aggressive.
- Nervousness/ frozen watchfulness.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/ or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/ stealing/ lying.

It is important that the above signs are not taken as indicating that abuse has taken place, but the possibility should be considered far more than in the past.

4.3 HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE

It is not easy to give precise guidance but the following may be of help.

General points

- Accept what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest

- Let them know you will need to tell someone else – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened
- Never push for information

Helpful things to say or show

- I believe you (or showing acceptance of what the child says)
- I am glad you have told me
- It's not your fault
- I will talk to someone who will help you

Avoid saying

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as, *"I am shocked, don't tell anyone else."*

Concluding

- Again, reassure the child that they were right to tell you and that you have heard them.
- Let the child know what you are going to do next and that you will let them know what happens.
- Immediately refer to someone appropriately qualified
- Ensure body language and facial expressions are friendly during the conversation

Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/ she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed up.

4.4 TRANSPORTING CHILDREN

Thirtyone:eight advise that the following steps should be taken to protect both children and children's workers.

- Parental consent should be given to transport their children.
- It is advisable to check with your insurers that you are adequately covered with business insurance.
- Everyone must obey the law – wearing seatbelts, adhering to speed limits, car has MOT, booster seats used when required, etc.
- Ideally have two adults in one vehicle with the children. If not possible, then at least two children should be together and sit in the rear of the car. A child should not be left alone.
- When the worker, leader, or helper has taken the children home, he/ she could telephone the group leader to let them know the safe return of the children and the time of their return.

- If a child is not comfortable with any one worker / leader / helper then provision should be made for another helper to transport them home, especially if there has been a disagreement that evening between them.

Appendix 1:



Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship: Farnham Vineyard

The following statement was agreed by the leadership on:

- This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/ organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.

- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/ organisation.
- Supporting all in the place of worship/ organisation affected by abuse.

We recognise:

- Children’s Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

Appendix 2:

Practice Guidelines

As a church working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. As well as the general code of conduct for workers, outlined below, we have best practice guidelines that are regularly issued to all who work with children or young people on behalf of Farnham Vineyard Church (Appendix 3).

Practical child supervision issues

- All children and young people will be treated with dignity and respect by workers, which is shown by the workers’ attitude, language and actions.
- The Leadership Team will, as far as possible, ensure safe access to, and use of its facilities and activities. There will be an adult presence in any isolated approach areas to the activity and lighting, both external and internal should be adequate.
- As far as possible all small-group activities will take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass panelled doors.

- The ratio of adults to children will always be adequate to ensure safety. To be prepared for emergencies, there will never be less than two adults on duty. The minimum number of adults required for certain age groups are:-

Adults :	Children
0 to 2 years	1 : 3
3 years	1 : 4
4 to 11 years	1 : *8
11 to 14 years	1 : 15
15 to 18 years	1 : 20

*On a Sunday, when parents are near and easily available, the ratio for Embassy (11-16 yr. olds) can be 1:20.

At Embassy Youth on Fridays, there will always be two adults on duty, as parents are not on site.

- Where possible, mixed gender groups of older children will be planned to have both male and female workers to enable children to relate to workers of the same gender. Counselling or matters of a confidential nature will preferably be conducted by an adult of the same gender as 30 Practice Guidelines the child or young person. Younger children will be given a choice.
- If a mixed gender activity involves an overnight stay, there will be both male and female leaders present. If the activity is single sexed, a leader of the opposite gender may not be required.
- Workers will only be alone with a child in exceptional circumstances. In a counselling situation with a young person, where privacy and confidentiality are essential, workers will make sure another adult knows the interview is taking place. Another adult should be in the building and the child should know this.
- If a worker is seeing a child or young person individually off-site for any reason (befriending or discipling etc), this will be with the knowledge of the group leader and with parental consent. The young person must either be the same gender as the worker or of someone accompanying them. If possible, such meetings should be in public places, or another adult should be present or close by. No young person will be invited to a worker's home alone unless this has been agreed with the child or young person's parents or carers.
- No person under 16 years of age will be left in charge of a group of children of any age. Children and young people attending a group should never be left alone at any time.
- A register of children or young people attending any church clubs or activities will be kept. All children must be signed in; those children under the age of five should be signed in and out by the parent or carer bringing and collecting them. If any child arrives unaccompanied and leaves early, time of departure should be recorded in the register. A register will be kept of the helpers present for that session and any others in the room being used at that time (e.g. a plumber). Identification will be asked for.

- A log book will be available for all activities for children and young people. In this, workers can record unusual events, including fights and action taken with each leader recording what they witnessed. Entries must be removed and given to the Safeguarding Coordinator (or deputy) to be stored separately in keeping with the Data Protection Act.
- A First Aid box will be accessible at all children and youth activities. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the accident book, and the entry signed by parents. Entries will be removed and stored separately in keeping with the Data Protection Act.

Visiting children at home

Children's workers and leaders may need to visit children and their families at home from time to time. The parents may or may not be church attendees. If this occurs: -

- Inform your leader or another worker of the proposed visit;
- Never go into a child's home if the parent/carer is absent;
- Keep a record of the visit, noting date and purpose;
- If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer – to include contact telephone numbers.

Boundaries

The following code of conduct will be adhered to by all those working with or caring for children, young people or vulnerable adults.

- All physical contact which could be considered sexually suggestive must be avoided.
- Workers should avoid any comments or remarks which can be construed as sexually suggestive even in 'fun' and should avoid being drawn into any such conversation if a young person initiates it.
- As a church, we undertake to follow the principles found in the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop whilst ever the relationship of trust continues.
- The privacy of children should be respected in a way befitting their age when they are showering, toileting etc. Where appropriate, ask the child if help is required. If personal care to a child is required (e.g. changing a child who has been sick) this should be done in a way in which the privacy of the child can be maintained while ensuring that there is no undue intimacy. If possible, more than one adult should be involved, or it should be ensured that another adult is within earshot. Sometimes it may be more appropriate to take a child home or call the parents if a high level of physical intimacy is involved in the care needed, e.g. changing nappies.

- Workers should never engage in intrusive touching of a child in any form. Any physical contact with a child should be in public and should be related to the child's needs, should be appropriate to the age of the child and should normally be initiated by the child.
- Arrangements for transporting children need to be with the knowledge of the group leader and must be with parental approval.
- The only adults allowed into a children or youth activity should be the workers assigned to that activity. Other adults should not have free access. If they need to be there for a specific reason, ensure they are noted in the log book with the time they came and left.
- Workers should not allow or engage in any scapegoating, ridiculing or verbally rejecting a child, young person or vulnerable adult, or make discriminatory remarks of any kind. At all times children, young people and vulnerable adults should be presented with a positive and affirming role model.

Guidelines for discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives. Do not compare them with one another, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and avoid shouting – change voice tone if necessary.
- Call on support from other leaders if you feel so angry that you may deal with the situation unwisely.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger).

- Establish clear ground rules, e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths. 34 Practice Guidelines
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- Pray before you meet and talk over the session before you leave.

Working with disruptive children

If a child's behaviour is disruptive, an attempt should be made to speak to the individual to:-

- Request that the behaviour stops;
- Find out the cause(s) of upset; this may include speaking to the parent/carer for helpful insight and effective strategies for engagement.
- Warn the child that they will be asked to leave if the behaviour continues;
- Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.

If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP.

Use of physical restraint

It may be necessary to physically restrain a child if they are putting themselves in danger (e.g. a small child tries to run out of the building) or if others are in danger (e.g. a fight).

- Use as a last resort only, to protect the safety of the child and/or others and warn them that physical restraint will be used unless they desist from their behaviour.

- Talk to the child to try to persuade them to do what you are asking. If you need to restrain them continue talking, e.g. "I am making sure that you are calm", "I am restraining you so that you do not run away", "I am restraining you so that you do not hurt someone else", "I want you to calm down and come with me", "If you don't stop I may have to call the police".
- Ensure the child will not misinterpret your actions by talking to them as above, by keeping in mind the relative genders of yourself and the child, and by calling another adult to be present where possible.
- Restrain or hold a child only by the arms or shoulders, with the least force, for the shortest possible time. Restraint should be gradually relaxed to allow the child to regain self-control. 35 Practice Guidelines
- Try to avoid damage to clothing, jewellery, etc.
- Consider your own safety. If you feel you, or someone else would be at risk due to a child's behaviour and you cannot restrain the child safely, remove yourself and anyone else to a safe place as soon as possible.
- When the child is calm, create time to for them to talk about the trigger or issue.

In all cases....

As soon as possible (i.e. once the situation is resolved or immediately after the activity), all workers involved should record details of:-

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said and how you responded;
- Others present who might have witnessed the event.

Inform the group leader as soon as possible and give them a copy of the record made. Another copy should be kept by the worker and another kept with the activity's log book.

Inform the parents. If the parents are on the premises at the time of the incident call them to the activity and let them know what has happened.

Guidelines For Those Who Work With Children On Behalf Of Farnham Vineyard

These guidelines should be read in conjunction with the Farnham Vineyard Safeguarding Policy which gives more detail.

The church Safeguarding Coordinator is Elizabeth Wicker. Her Deputy is Esther Pritchard.

Good Practice When Working With Children

As a general rule, do not be alone with one child. If you do need to be alone with a child, tell another adult what you are doing and, if appropriate, leave the door open so you can be seen.

Do not give individual children lifts in your car.

Be wise when playing with children; do not act in a way which could be perceived as aggressive or sexual.

Most children are tactile and respond well to touch - they like to hold your hand or have a hug. However, some - especially if they have had bad experiences - do not like to be touched. Be sensitive to this. Generally, touch should be initiated by the child.

If a child of the opposite gender wants to speak to you, this is OK.

Always remember that you are a role model.

In all things, use common sense. The above are mostly guidelines, not rules. There may be occasions when it is in the best interest of the child to act differently from the guidelines. In these instances, write a short, dated statement of what you did and why in the 'Accident & Incident Book', and give the page to Esther Pritchard.

What To Do With Abuse Related Concerns

The golden rule is always - 'LISTEN AND PASS ON'

If you have ANY concerns about a child, don't keep them to yourself; speak to Elizabeth. She will contact Thirtyone:eight for advice. Never discuss concerns relating to abuse with others, including the parents.

If something you observe in a child gives you concern (bruising, behaviour, mood etc), make a note in the 'Accident & Incident Book' and pass it on to Elizabeth.

If a child discloses something of concern to you, allow him/her to say all that he/she wants to say. Show acceptance, not shock. DO NOT QUESTION THE CHILD. As soon as possible, write down what the child told you, what you said, and pass it on to Elizabeth. Do not discuss it with ANYONE else.

NEVER be sworn to secrecy. Make it clear that if someone, adult or child, tells you something, you may need to pass the information on.

If an adult discloses something from the past to you, and there is any possibility that a child today could be at risk, you must pass the information on.

Remember the golden rule: 'LISTEN AND PASS ON'

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding Lead for this place of worship.

Elizabeth Wicker – Designated Safeguarding Lead (DSL)

Esther Pritcard - Deputy Designated Safeguarding Lead (DDSL)

A copy of this place of worship's policy can be seen _____

Signed by leadership

Signed _____

Date _____