

# Safeguarding Policy

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# **1. Introduction**

## **1.1. Church Details**

Vineyard Christian Fellowship of Stevenage (also known as Stevenage Vineyard) Church (hereafter 'The Church').

## **1.2. Church Statement**

The church has an established Children and Young People's Ministry as well as an increasing outreach ministry with Vulnerable Adults<sup>1</sup>; Foodshed, Babyshed, Refugee Support and Stevenage Bereavement Support Group). The Trustees, Staff and Volunteers take seriously their responsibility to protect and safeguard the welfare of children and vulnerable adults in the church's care through the development and implementation of effective policies and best practice.

The Trustees, Staff and Volunteers recognise and accept the responsibility to develop and raise awareness of the issues involved in working with children, young people and vulnerable adults.

## **1.3. Church Mission**

As part of the mission, the Trustees, Staff and Volunteers are committed to:

- Listening to, relating effectively, and valuing children, young people and vulnerable adults whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with appropriate authorities.

## **1.4. Areas of Policy**

The Trustees, Staff and Volunteers recognise that many children, young people and vulnerable adults are victims of abuse. Accordingly, the Trustees, Staff and Volunteers have adopted the Policy contained in this document (hereafter 'the policy'). The policy sets out agreed guidelines relating to the following areas:

- Recognising and responding to allegations of abuse, including those made against leaders or members of the church.
- Helping those who have been abused.
- Appointing Trustees, Staff and Volunteers.
- Supervision of activities and practice issues.
- Working with offenders.

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<sup>1</sup>A vulnerable adult is: 'Any adult aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances, may not be able to take care of or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.' It should be noted that reaching a certain age or having a particular disability does not, in itself, mean that a person is vulnerable.

The Trustees, Staff and Volunteers recognise the need to build constructive links with appropriate care agencies.

The local Children's Services telephone number is 0300 123 4043 (includes out of hours). The local Health and Community Services for Vulnerable Adults is 0300 123 4042. Child and Adolescent Mental Health Services is 0300 777 0707.

The content of the policy forms part of the ongoing training for all Trustees, Staff and Volunteers working with children, young people and vulnerable adults in the church. New workers will be introduced to this policy on appointment. The Trustees, Staff and Volunteers are committed to an on-going programme for such workers.

All further references to 'children' or 'child' will be deemed to mean 'children and young people' or 'child and young person' respectively.

## **2. Recognising and Responding to Abuse**

### **2.1. Definitions of Abuse**

Abuse can be in the form of physical injury, sexual abuse, neglect, emotional abuse, organisational abuse, discriminatory abuse, or financial/material abuse.

See Appendix A for the definitions recommended by the Department of Health.

### **2.2. Recognising and Responding to Abuse**

See Appendix B for signs which may or may not be indicators that abuse has taken place, but where the possibility should be considered.

If you believe a child or adult is at risk of immediate harm, please telephone the police on 999 as soon as possible.

### **2.3. What to do if you suspect Abuse may have Occurred**

2.3.1. You must report your concerns as soon as possible to the Safeguarding Coordinator ([safeguarding@stevenage-vineyard.co.uk](mailto:safeguarding@stevenage-vineyard.co.uk) – 01438 361616) who is nominated by the Trustees and Pastoral Staff to act on their behalf in referring allegations or suspicions of abuse to the statutory authorities. If any proceedings may be brought against any church worker (paid or volunteer) she is also required by conditions of the Church Insurance Policy to inform the Insurance Company within 30 days. In the absence of the Coordinator the matter should be brought to the attention of the Deputy Coordinator ([nicola.watson@stevenage-vineyard.co.uk](mailto:nicola.watson@stevenage-vineyard.co.uk)).

2.3.2. If the suspicions in any way involve the Coordinator, or the Coordinator is unavailable, then the report should be made to the Deputy Coordinator. If the suspicions in any way implicate both the Coordinator and Deputy Coordinator, then the report should be made in the first instance to Vineyard National Safeguarding Team: [safeguarding@vcuki.org.uk](mailto:safeguarding@vcuki.org.uk) or by calling 01482 462690. Alternatively, for children: to Churches' Child Protection Advisory Service (hereafter 'CCPAS' 01322 660011/01322 677207). Alternatively contact Children's Services 0300 123 4043. For vulnerable adults: Police or Adult Community Services 0300 123 4042.

2.3.3. Suspicions should not be discussed with anyone other than those nominated above.

2.3.4. It is the right of any individual as a citizen to make direct referrals to the Child Protection Agencies or seek advice from Adult Community Services or CCPAS although we hope that members of the church will use this procedure. If you feel that the Coordinator or Deputy Coordinator has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation directly.

### **2.4. How to Respond to a Child/Vulnerable Adult Wanting to Talk about Abuse**

See Appendix C for guidance.

## **2.5. What to Do Once a Child/Vulnerable Adult has Talked to You about Abuse**

- 2.5.1. Make notes as soon as possible (preferably within an hour of being told), write exactly what the child/vulnerable adult said as well as your response. Note where 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. All handwritten notes will be kept securely, even if these have been typed subsequently, by the Safeguarding Coordinator. Such records will be kept safely for a minimum of 10 years.
- 2.5.2. Report your discussion immediately to the Coordinator, if the Coordinator is implicated or unavailable, report to the Deputy Coordinator. If both are implicated or unavailable, then report to CCPAS or the Social Services.
- 2.5.3. Disclosures or suspicions should not be discussed with anyone other than those nominated in the above point. If the Coordinator or Deputy Coordinator think it necessary, they may discuss with Senior Pastors.
- 2.5.4. Once a child/vulnerable adult has spoken about the abuse the coordinator should consider whether or not it is safe for a child/vulnerable adult to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or the Police to discuss putting into effect safety measures for the child/vulnerable adult. If a vulnerable adult or child over 16 wishes to return home to a potentially abusive situation it is their right to do so as long as they have the mental capacity to make that choice. Mental Capacities Act 2005: <https://www.legislation.gov.uk/ukpga/2005/9/contents>

## **2.6. What Happens Next**

The coordinator will:

- 2.6.1. Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about safety, if the disclosure/suspicion is regarding Sexual Abuse then the coordinator may contact the Police Child Protection Team. The coordinator will NOT inform the parents or anyone else at this stage without first receiving advice from Social Services or CCPAS.
- 2.6.2. Where emergency medical attention is necessary it will be sought immediately. The coordinator will inform the doctor of any suspicions of abuse.
- 2.6.3. Under no circumstances will the coordinator attempt to carry out any investigation into disclosures or suspicions of abuse. The role of the coordinator is to collect and clarify the precise details of the disclosure or suspicion and provide this information to the relevant authorities.
- 2.6.4. Whilst disclosures or suspicions of sexual abuse will normally be reported to the coordinator, the absence of the Coordinator or Deputy should not delay referral to Social Services or the Police.
- 2.6.5. The Trustees and Pastoral Staff will support the Coordinator or Deputy in their role and accept that any information they may have in their possession will be shared on a strictly need to know basis.

### **3. Responding to Self-Harming or Suicidal Adults**

There are many myths about self-harming and suicide, below are some facts regarding people who feel suicidal. For more information on this please see Appendix D.

If a person communicates that they feel suicidal or that they want to harm themselves then the best response is to encourage them to go to their GP, if they express a desire for accompaniment then this is appropriate as long as all parties are comfortable. We cannot force a person to get help in this situation, all we can really do is encourage them and try to walk the journey with them.

Prayer may be appropriate if the person indicates they would be willing to be prayed for, however it is very important to not push this on a person and if you do have the opportunity to pray with someone ensure this is done delicately. If deeper prayer is wanted please speak with the coordinator or senior pastors for guidance and support.

If a person is an immediate risk to themselves or others due to their self-harming, then phoning the police is the best course of action.

If the person is known to the Adult Mental Health Services, then call 01438 843322 and inform them of your concerns.

## **4. Appointment of Workers**

In appointing workers, the Church will be responsible for the following:

- a) The criteria for appointment of workers
  - A returned, completed application form which contains a relevant question enabling them to disclose previous offences against Children or Vulnerable Adults.
  - A full DBS check (all children's workers and any workers who work 1:1 with potentially vulnerable adults).
  - For volunteers in Vineyard Kids, through induction training alongside others already in the team. Through monthly Vineyard Kids Team Meetings. Full Level 2 Safeguarding Training for all on Vineyard Kids teams. (The Safeguarding policy is available to Vineyard Kids volunteers if they wish to read more.)
  - For volunteers working with vulnerable adults being aware of their responsibility towards safety and safeguarding as it affects their role through induction training alongside others already in the team and reading the Safeguarding policy.
  - Children's Workers will be required to be Christian and accountable to other members of the church.
  - All job interviews should include a varying question on safeguarding.
- b) The criteria for NOT appointing workers are:
  - Previous offences against Children or Vulnerable Adults.
  - Anyone whose behaviour towards Children/Vulnerable Adults has been observed to be inappropriate.
- c) Workers will be given the opportunity to meet together with their Coordinator to discuss any issues or areas of concern.
- d) As a church we expect our workers to follow the principles found within the Abuse of Trust guidelines issued by the Home Office: <https://www.legislation.gov.uk/ukpga/2003/42/part/1/crossheading/abuse-of-position-of-trust>. It is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop with someone they are working with for as long as that relationship of trust continues. (See Appendix E for Guidelines on Touch)
- e) The Children's Worker Coordinator/Foodshed Coordinator/Babyshepherd Coordinator/Refugee Support Coordinator/ SBSG Coordinator, in consultation with the Safeguarding Coordinator, will review the appointment of workers on a regular basis.

## **5. Arrangements for Supervision of Activities**

### **5.1. Supervision of Children**

5.1.1. It is recommended all groups have the appropriate ratio of adults to children, with a minimum of two adults in the groups for under 12s. Ratios are as follows:

- a) 0-2 years 1 adult to 3 children
- b) 2-3 years 1 adult to 4 children
- c) 4-8 years 1 adult to 6 children
- d) 9-12 years 1 adult to 8 children
- e) 13-18 years 1 adult to 10 children



- 5.1.2. When taking children to the toilet (under 10s) an adult will take a group of children (i.e. 2 or more), not an individual child.
- 5.1.3. Accurate records will be kept of children attending the groups as well as the adults looking after them.
- 5.1.4. New workers will be trained by and work with experienced workers.
- 5.1.5. Workers are not responsible for giving lifts to children (exception for over 12s for activities when this has been pre-agreed with parents.)
- 5.1.6. Any unusual incident should be written down, including accidents, suspicious incidents and fights.
- 5.1.7. A registration form should be filled in by the parent/guardian for each child as they join Vineyard Kids.
- 5.1.8. A consent form should be filled in for trips outside of the usual church calendar.

## **5.2. Supervision of Vulnerable Adults**

- 5.2.1. While there are no specific ratios for working with vulnerable adults, Stevenage Vineyard's policy is that there should be a minimum of two workers present during activities.
- 5.2.2. Accurate records will be kept of workers present at activities.
- 5.2.3. New workers will be trained by and work with experienced workers.
- 5.2.4. Any unusual incident should be written down, including accidents, suspicious incidents and fights.
- 5.2.5. Stevenage Vineyard have a zero-tolerance policy regarding illegal substances. Any concerns regarding clients taking illegal substances should direct these to the coordinator and if required the coordinator will contact the police.

## **5.3. Volunteers Information**

All workers will be aware of the safeguarding policy and encouraged to read it as it is relevant to them, as well as being provided information on Fire Procedures, Discipline and general guidelines.

## **6. Rights of Vulnerable Adults**

Vulnerable adults have the right to:

- be made aware of this policy.
- have alleged incidents recognised and taken seriously.
- receive fair and respectful treatment throughout.
- be involved in any process as appropriate.
- receive information about any outcomes.

## 7. Appendix

### Appendix A: Definitions of Abuse

Somebody may abuse by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. Abuse can cause victims to suffer pain, fear and distress reaching beyond the time of the actual incidents. Victims may be too afraid or embarrassed to raise any complaint and may also be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where victims are unaware that they are being abused or have difficulty communicating the information to others. A child or vulnerable adult may suffer more than one category of abuse.

#### A.1. Physical Abuse

Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, shaking, throwing, poisoning, slapping, pushing, kicking, burning, scalding, hair pulling, misuse, or using inappropriate restraint or sanction.

Physical harm to children (less likely to adults) may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is known as fabricated or induced illness (previously known as Munchausen by proxy). Parents or carers may fake signs of illness to draw attention to themselves, they will seek repeated medical investigations and needless invasive treatments for the child.

#### A.2. Emotional Abuse

**Of Children:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the child. It may involve causing the child to frequently feel frightened or in danger, or the exploitation or corruption of the child. Some level of emotional abuse is involved in all types of ill treatment of children, though it may occur alone.

**Of Vulnerable Adults:** Psychological or emotional abuse is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being prevented from communicating wishes and feelings, being deprived of social or any or any other form of contact, being forced into tasks/actions against the person's will or being prevented from receiving services or support.

#### A.3. Sexual Abuse

**Of Children:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical

contact, including rape or penetration by putting an object or body part inside a child's mouth, vagina or anus, or sexual touching of any part of the body whether the child is wearing clothes or not. They may include non-contact activities, such as involving children to look at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Of Vulnerable Adults:** Sexual abuse is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent. Or it may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault.

#### **A.4. Neglect**

**Of Children:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter, clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Of Vulnerable Adults:** Neglect or acts of omission are the repeated deprivation of help that an adult needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour, which is dangerous to the adult, or to others.

#### **A.5. Financial Abuse**

**Of Vulnerable Adults:** Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

#### **A.6. Discriminatory Abuse**

It is against the law to discriminate against anyone because of these protected characteristics: age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation.

## **Appendix B: Signs of Abuse**

### **B.1. Indicators of Possible Physical Abuse**

- 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 or rough games. E.g. abdomen, upper arms, buttocks, ears.
- Injuries which have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging on food, untreated illnesses, inadequate care.
- Bruises, bites, burns, fractures etc which do not have accidental explanations.

### **B.2. Indicators of Possible Sexual Abuse**

- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive towards adults.
- Inappropriate bed sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

### **B.3. Indicators of Possible Emotional Abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Depression/aggression, extreme anxiety.
- Nervousness, hypervigilance.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviours.
- Persistent tiredness.

## **Appendix C: How to respond to disclosure of abuse**

When children or vulnerable adults disclose that abuse has occurred, it isn't easy to give precise guidance, but the following may help:

### **C.1. General Points**

- Show acceptance of what is said (however unlikely the story may sound).
- Keep calm.
- Look at the child/vulnerable adult directly.
- Don't promise to keep it a secret but explain you will only tell people who need to know.
- Even if a child/vulnerable adult has broken a rule, they are not to blame for the abuse.
- Be aware that they may have been threatened or bribed not to tell.
- Never push for information. If the child/vulnerable adult decides to not tell you after all then accept that and let them know that you are always ready to listen.

### **C.2. Helpful things you may say**

- I believe you.
- Thank you for telling me.
- It isn't your fault.

### **C.3. Things not to say**

- Why didn't you tell anyone before?
- I don't believe it!
- Are you sure this is true?
- Why? How? When? Where?

- Never make false promises (I won't tell anyone)

#### Concluding

- Again, reassure the child/vulnerable adult that they were right to tell you and show acceptance.
- Let the child/vulnerable adult know what you're going to do next and that you will let them know what happens.
- Make notes as soon as possible (preferably as soon as you have left the child/vulnerable adult), write down exactly what was said as well as your response. Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed.
- Contact the Safeguarding Coordinator or an agency such as Thirtyoneeight for advice.
- Any disclosures of abuse should be treated as 'Need to Know', this means it should only be shared with the Safeguarding Coordinator/Deputy and appropriate agencies.
- Consider your own feelings and speak to the Safeguarding Coordinator about seeking pastoral support if needed.
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### **Appendix D: Responding to self-harming or suicidal adults**

There are many myths about self-harming and suicide, below are some facts regarding people who feel suicidal:

**Myth:** People who talk about suicide aren't serious and won't go through with it.

**Fact:** People who kill themselves have often told someone that they do not feel life is worth living or that they have no future. Some may have actually said they want to die. While it's possible that someone might talk about suicide as a way of getting the attention they need, it's vitally important to take anybody who talks about feeling suicidal seriously.

The majority of people who feel suicidal do not actually want to die; they do not want to live the life they have.

**Myth:** Once a person has made a serious suicide attempt, that person is unlikely to make another.

**Fact:** People who have tried to end their lives before are significantly more likely to eventually die by suicide than the rest of the population.

**Myth:** Talking about suicide is a bad idea as it may give someone the idea to try it.

**Fact:** Suicide can be a taboo topic in society. Often, people feeling suicidal don't want to worry or burden anyone with how they feel and so they don't discuss it. By asking directly about suicide you give them permission to tell you how they feel. People who have felt suicidal will often say what a huge relief it is to be able to talk about what they're experiencing. Once someone starts talking, they've got a better chance of discovering other options to suicide

## Appendix E: Guidelines on Touch

### Guidelines on touch for those who work with children

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child/vulnerable person's needs, not the workers.
- Touch should be age appropriate and generally initiated by the child/vulnerable person rather than the worker.
- Avoid any physical activity that is or may be thought to be sexually stimulating to the adult or child.
- Generally speaking, touch should never be on areas of the body normally covered by underwear except in exceptional circumstances where medical attention is needed or due to a toileting need. Coordinator and parents should be informed in these instances.
- Children/Vulnerable Adults have the right to decide how much physical contact they have with others except in exceptional circumstances when they need medical attention.
- Leaders should not take children to the toilet individually, always in groups, and stay outside where possible. If support with toileting is required, then parents should be informed when they collect their children from the group.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misconstrued.
- Concerns about abuse should always be reported.

## **Appendix F: Working with Offenders**

### **F.1. Safety of Children / Vulnerable Adults First**

N.B. While this policy refers to 'he' a sexual offender can be both male and female.

An adult who is a known convicted offender who has committed acts of violence or sexual offences against children or adults should, in our view, not work with children or vulnerable adults again. This is in the interest of children/vulnerable adults and the person with the previous offences. While they may have accepted responsibility for previous acts, be genuinely repentant, and have responded positively to a programme of help, sexual offences are addictive in nature and it would be unacceptable to place a vulnerable person in a situation where there is a known risk.

There is a place for each of us in the church. However, for those who have offended it should be in an area unconnected with children/vulnerable adult's activities, no opportunity should be provided for the person to cultivate relationships with children/vulnerable adults.

The Area Coordinators (people who oversee the running of certain areas within the church), along with the safeguarding coordinator, hold the right to exclude people from being involved in work with children/vulnerable adults if there are concerns regarding their behaviour. Children/vulnerable adults should never be used as experiments if we have reasons to doubt a worker's suitability. Nobody has a right to work with children/vulnerable adults.

### **F.2. Boundaries and contracts for offenders in churches**

Where someone attending church is known to have abused children/vulnerable adults, then it is important to extend love and friendship to the individual, but at the same time the coordinator will need to ensure that a frank discussion takes place with the person concerned and efforts made to sustain open communication. It will be necessary to establish clear boundaries for both the protection of children/vulnerable adults and to lessen the possibility of the person being wrongly suspected of abuse.

Someone who is on an after-care licence for sexual offences (particularly against children) may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where he lives and works. An offender who has served his sentence may still have restrictions placed on him and be registered with the police. Not everyone who commits sexual offences against children/vulnerable adults will have a custodial sentence; some will be placed on probation.

The Safeguarding coordinator will look for direct contact with the person's supervising probation officer, and also expect that supervising officer would make contact with the church on any issue relating to the safety of children/vulnerable adults.

It is the person's own choice as to whether they tell others in the church about their offending history, we as a church do not have the right to share this information publicly. It is however important for key people such as Vineyard Kids leaders, Foodshed coordinator, Babyshed Coordinator, Refugee Support Coordinator, SBSG Coordinator, to know that the person is attending church (or compassion ministry) and should not be having any contact with or be on his own with children/vulnerable adults.

In all circumstances it is advised that a meeting be held by the coordinator with appropriate people from the church and the person at an early stage to develop a support group for the person. Boundaries that the person will be expected to keep will be discussed. A written contract is preferred, this should start with a statement setting out the pastoral support and care the church will offer. The following examples show what else may be included:

- I will never allow myself to be in a situation where I am alone with children/vulnerable adults.
- I will discuss with my support group as to which small groups would be appropriate.
- I will not enter any area where children's activities are in progress.
- I will decline invitations of hospitality where there are children in the home or where only one person is present.
- I accept that someone from my support group will stay with me during church activities, accompanying me when I use other facilities.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/vulnerable adults for whom they care.
- I accept that contact will need to be made with my probation officer.
- I understand that if I do not keep to these conditions then I may be barred from attending the church and in such circumstances the coordinator may choose to inform the statutory agencies (e.g. probation and social services).
- I understand that this contract will be reviewed regularly every 12 months and will remain for an indefinite period.

The document will need to be signed and dated by the person and the coordinator as well as those willing to support the person in keeping to the boundaries. In putting together a support group the coordinator will approach two or three people in the church thought to be appropriate and able to support the person as they access church activities.

### **F.3. Pastoral Care and other issues**

When allegations/disclosures arise in the church a period of investigation will follow. Any pastoral support given to the suspected perpetrator should be done with the knowledge of the child protection authorities.

If the alleged perpetrator makes the decision to worship somewhere else the coordinator will make contact with that church's safeguarding person to inform them.



## Appendix G: Forms

### G.1. Safeguarding Policy Agreement

#### Stevenage Vineyard Church – Safeguarding Policy

The Policy was agreed at the Trustees Meeting dated: dd/mm/yyyy.

The Safeguarding Policy has been agreed by the:

- Trustees and Pastoral Staff
- Safeguarding Coordinator
- Deputy Safeguarding Coordinator

A copy of the full policy can be seen in the church office.

Signed



Trustees

Date: 6/03/2024

# FORM G.3.



## STEVENAGE VINEYARD KIDS REGISTRATION FORM

*(complete one form for each child before they attend the group please)*

Child's Name:			
Date of Birth:			
Parent/Guardian's name(s):			
Email:			
Address:			
Phone number:			
We may occasionally post/email/text information on upcoming events in Vineyard Kids; do we have your permission for this?	YES	NO	
Are there any additional needs we should be aware of? • If yes please specify:	YES	NO	
Is your child taking any medication we should be aware of? • If yes please specify:	YES	NO	
Is your child intolerant of or allergic to anything? • If yes please specify:	YES	NO	
In case of an accident do you agree to the use of:	Antiseptic wipes:	YES	NO
	Hypoallergenic plasters:	YES	NO
Occasionally we would like to take photos in Vineyard Kids to display in church and on our website/social media accounts. Do we have your permission for this?	YES	NO	
If applicable list here the names of any other adults you give permission to collect your children from Vineyard Kids at the end of the session:			
Sign:		Date:	

Feel free to add further info on the back, or email to: Nicola Watson-Bird (*Assistant Pastor (with oversight of Children, Youth & Families)*) [Nicola.watson@stevenage-vineyard.co.uk](mailto:Nicola.watson@stevenage-vineyard.co.uk)



**VINEYARD KIDS TEAM QUESTIONNAIRE**

*It is important that we provide a safe and secure environment for our children and youth who participate in our programs and use our facilities. Please return this form to Nicola Watson-Bird.*

Full Name:			
Former Name(s):			
Date of Birth:			
Email:			
Address:			
Phone number:			
Which age group would you prefer to be involved with?	<input type="checkbox"/> 3-5, <input type="checkbox"/> 6-8, <input type="checkbox"/> 9-10, <input type="checkbox"/> 11+		
When are you able to start:	___ / ___ / ___		
Do you have a current certificate in First Aid?	YES	NO	
Do you have any known disabilities or additional needs we should be aware of? If yes, please specify:	YES	NO	
Do you have any medical conditions or are you intolerant or allergic to anything? If yes, please specify:	YES	NO	
Do you have any prior experience in children’s or youth work, either inside or outside the church?			
Do you have any particular skills that you can bring e.g. playing guitar, drama, creative arts?			

**CHILD PROTECTION & SAFETY**

*Answering “yes” to any of these questions won’t necessarily exclude you from being a helper. The post for which you are applying is exempt from the “Rehabilitation of Offenders Act 1974” (Exemptions order 1975) and you are not entitled to withhold information about convictions which for other purposes are “spent” under the*

*provision of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.*

Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? If yes, please specify:	YES	NO
Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? If yes, please give details including the nature of the offence(s) and dates:	YES	NO
Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? If yes, please give details including the nature of the investigation(s) and dates:	YES	NO
Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? If yes, please give details including the nature of the investigation(s) and dates:	YES	NO
Do you/ have you suffered any illness which may directly affect your work with children/ young people? If yes, please specify:	YES	NO
Have you ever had an offer to work with children/young people declined?	YES	NO
To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?	YES	NO
Do you agree to a formal Disclosure and Barring Service (DBS) check?	YES	NO

**DECLARATION**

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by the policies of Stevenage Vineyard Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church. This is a legally binding agreement which I have read and understood.

NOTE: Your signature on this form confirms your understanding and agreement that:

In the event of allegations or criminal or sexual misconduct arise regarding your conduct while you are serving in the above-described capacity(ies), the church will fully cooperate with any ensuing investigation and/or prosecution.

I CONFIRM THAT ALL DETAILS PROVIDED ARE TRUE AND CORRECT

Sign:		Date:	
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**FORM G.4.**



**VINEYARD KIDS TRIP CONSENT FORM**

*Please complete one form per child and return completed forms to Nicola Watson-Bird.*

Event:			
Young Person's Name			
Date of Birth:			
Parent/Guardian's Name:			
Email:			
Address:			
Phone number:			
Other Emergency Contact:	Name:		
	Phone Number:		
Are there any known disabilities or additional needs we should be aware of? • If yes, please specify:		YES	NO
Are there any medical conditions or are they intolerant or allergic to anything? • If yes, please specify:		YES	NO
Are they taking any medications that we should be aware of? • If yes, please specify:		YES	NO
In case of an accident do you agree to the use of:	Antiseptic wipes:	YES	NO
	Hypoallergenic plasters:	YES	NO
Has payment been made or discussed with pastoral staff?		YES	NO
Occasionally we would like to take photos in Vineyard Kids to display in church and on our website/social media accounts. Do we have your permission for this?		YES	NO
Sign:		Date:	

Feel free to add further info on the back, or email to: Nicola Watson-Bird (*Assistant Pastor (with oversight of Children, Youth & Families)*) [Nicola.watson@stevenage-vineyard.co.uk](mailto:Nicola.watson@stevenage-vineyard.co.uk)



### Foodshed Volunteer Form

We aim to provide a safe and secure environment for our children and vulnerable adults who may access or volunteer in the Foodshed and it's facilities. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared. If you have any questions about your application or would like help completing it, please contact Michelle Hickey at the Stevenage Vineyard Church Office, or email [foodshed@stevenage-vineyard.co.uk](mailto:foodshed@stevenage-vineyard.co.uk).

#### Personal Details

Title .....Surname ..... Forename(s) .....  
Former/maiden name ..... Tel. No. ....  
Present Address .....  
Postcode ..... Date of birth ...../...../.....  
E-mail address .....  
Do you attend the Stevenage Vineyard? YES/NO If No, do you attend another Church? YES/NO

#### Next of Kin Details

Name..... Relationship to you.....  
Tel. No. ....

#### Volunteering

Which areas of work interest you? (please tick)

- Wednesday Foodshed
- Foodshed warehouse/sorting/packing, etc
- Collections from supermarkets or otherwise
- Other .....

How often would you be available? WEEKLY/FORTNIGHTLY/MONTHLY

Do you have any experience in working with vulnerable adults, either inside or outside the church? Please state:

Why would you like to volunteer and what do you hope to get out of the experience?

Is there any additional information you think may be useful to us?

PTO

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**Child and Vulnerable Adults protection & safety**

Answering "yes" to any of these questions won't necessarily exclude you from being a volunteer. All information will be kept confidential unless there is an immediate risk of harm to anyone. The post for which you are applying is exempt from the "Rehabilitation of Offenders Act 1974" (Exemptions order 1975) and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or vulnerable adults within the church organisation. (Please circle answer).

Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? YES/NO

If yes, please give details including the nature of the offence(s) and dates .....

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES/NO If yes, please give details and dates

Have you ever had an offer to work with children/vulnerable adults declined? YES/NO

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police? YES/NO

If required would you agree to a formal Disclosure and Barring Service (DBS) check? YES/NO

Do you have any medical conditions or allergies e.g hay fever, asthma YES/NO

Please state .....

Do you have any known disabilities? YES/NO If so, please state .....

**Declaration**

The information contained in this application is accurate and correct to the best of my knowledge. If any changes occur to the above I will notify Foodshed staff and complete a new form. This is a legally binding agreement which I have read and understood.

NOTE: Your signature on this form confirms your understanding and agreement that:

In the event that allegations or criminal or sexual misconduct arise regarding your conduct while you are serving in the above described capacity(ies), the church will fully co-operate with any ensuing investigation and/or prosecution.

Signed ..... Date.....

Reference: Could you supply contact details for two references (not family). If you attend church, one of these should be your pastor. If you find this a problem please speak to Michelle Hickey or Becky Speer.

References:	Referee 1	Referee 2
Name:		
Address:		
Postcode		
E-mail Address		
Telephone Number:		



## FORM G.6.

### ACCIDENT AND INCIDENT FORM

*It is important that we provide a safe and secure environment for our children and vulnerable adults who participate in our programs and use our facilities. Please return this form to Nicola Watson-Bird following any accidents or incidents.*

Date of incident:			
Time of incident:			
Name(s) and Age(s) of those involved in the incident:			
Where did the incident take place?			
Name of Group:			
Who was responsible for the group at the time of the incident?			
What other volunteers were supervising the group at the time of the incident:			
Describe the accident/incident (include injuries received and any first aid or medical treatment given):			
What action has been taken to prevent a recurrence of the incident?			
Have all relevant parent(s)/ guardian(s) been informed?			YES NO
<b>Signature of person in charge at the time of the accident/incident:</b>			
Sign:		Date:	
<b>Seen and signed by Vineyard Kids Coordinator:</b>			
Sign:		Date:	



## RESPONDING TO ABUSE Form

*It is important that we provide a safe and secure environment for our children and vulnerable adults who participate in our programs and use our facilities. Please return this form to the Safeguarding Coordinator following any disclosures/ allegations/ incidents.*

Date of disclosure/ incident:			
Time of disclosure/ incident:			
Name of Child/ Vulnerable Adult:			
Address of Child/ Vulnerable Adult:			
Name of person reporting event:			
Name of group/ activity:			
Sequence of events/ actual words used/ observations: <i>(Use separate sheet if required)</i>			
Action taken:			
Has the group overseer been informed?			YES
			NO
<b>Signature of person recording safeguarding incident:</b>			
Sign:		Date:	
<b>Seen and signed by Safeguarding/ Deputy Safeguarding Coordinator:</b>			
Sign:		Date:	

Feel free to add further info on the back. If this form can't be immediately passed to the safeguarding coordinator or deputy, please email it directly to [safeguarding@stevenage-vineyard.co.uk](mailto:safeguarding@stevenage-vineyard.co.uk)

## **Appendix H: Relevant Contact Information**

### **STEVENAGE VINEYARD**

Safeguarding Coordinator – Carly Barnes: 07903 390233, [carly\\_barnes@hotmail.co.uk](mailto:carly_barnes@hotmail.co.uk)

Safeguarding Deputy Coordinator – Nicola Watson-Bird: 07786 084871,  
[nicola.watson@stevenage-vineyard.co.uk](mailto:nicola.watson@stevenage-vineyard.co.uk)

### **VCUKI**

Vineyard National Safeguarding Team

<https://www.vineyardchurches.org.uk/vcuki-safeguarding-statement/>

[safeguarding@vcuki.org.uk](mailto:safeguarding@vcuki.org.uk) or by calling 01482 462690

### **OTHER CONTACTS**

Churches' Child Protection Advisory Service (Thirtyoneeight): 01322 660011/ 01322 677207

Local Children's Services telephone number: 0300 123 4043 (includes out of hours)

Local Health and Community Services for Vulnerable Adults: 0300 123 4042

Child and Adolescent Mental Health Services: 0300 777 0707

If person is already known to Adult Mental Health Services: 01438 843322