



SAFEGUARDING CHILDREN POLICY

Approved by trustees:

Signed by

_____ **Nick Darlington**

_____ **Nick Sutton**

_____ **Carol Clarke**

Review Date: _____

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Section 1 - Organisation details

Name: Coventry Vineyard

Relevant Addresses:

Sidney Stringer Academy, Primrose Hill St, Coventry, CV1 5LY (Sunday Morning)

1 Mill Street, Coventry, CV1 4DF

Postal Address: 1 Mill Street, Coventry, CV1 4DF

See Appendix 10 for addresses of current venues used.

Tel No: 02476 633966

Email address: office@coventryvineyard.org.uk

Insurance Company:

About Coventry Vineyard and our work with children/young people

We are a group of people committed to following the person and teaching of Jesus Christ. We believe in bringing the life of Jesus to the lives of the people in our community.

Coventry Vineyard is a place where everyone is welcome, whatever your background, whatever your history, whatever your belief, whether you believe in God or not, we want to be a church where God can be found.

We hold a weekly Sunday gathering at the Sidney Stringer Academy, which includes separate groups for children and young people.

During the week we also run evening groups for the children and youth, based on the same small group values of the adult small groups:

See Appendix 10 for details on current Sunday morning and weekly groups.

Annually, we run a children's slumber party, a youth camping trip, a youth weekend away and regular gathering events, designed to provide social occasions for children to invite friends.

We are keen to increase the work we do with children in the community, by going into schools and running a parent and toddler group when an appropriate venue becomes available.

Section 2 – Leadership statement and commitment

(i) Mission Statement

The Church Leadership recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted into the church's care.

As part of its mission the church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all children and youth leaders within the church, and those in positions of responsibility.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare organisations and authorities.

(ii) Church Policy – summary

The church leadership recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be victims of physical, sexual and emotional abuse or neglect. The church leadership has therefore adopted the policies set out in this document. It also recognises the need to build a constructive link with statutory and voluntary child protection agencies.

1. In Coventry Vineyard, we share a collective responsibility to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected to the Safeguarding Co-ordinator. If the suspected or discovered abuse involves Safeguarding Co-ordinator, it should be reported to another appropriate individual within the church e.g. another Safeguarding Co-ordinator, the Youth Work Co-ordinator or Church Pastor.
2. We recognise that our work with children and young people is the responsibility of the whole church.
3. We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
4. The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
5. The church is committed to following the Home Office Code of Practice 'Safe from Harm' and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication 'Safe to Grow' (revised edition). This policy has also been put together in consultation with the Coventry Diocesan Safeguarding Adviser.

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6. Everyone working with children and young people will be given a copy of the church's agreed procedures and Good Practice guidelines. They must undertake to read and follow the procedures and guidelines and to attending regular training.
7. As part of our commitment to children and young people, the church has appointed Safeguarding Co-ordinators. Their role will be regularly explained to children, and their names, addresses and phone numbers publicly displayed.

(iii) The role of the Safeguarding Co-ordinator

1. To oversee the safe recruitment of paid staff and volunteers working with children and young people, by implementing the 'Application, Assessment and Appointment' process detailed in Section 4 of this policy on 'Prevention.'
2. To ensure that all those working with children and young people, senior pastors and trustees, obtain an enhanced DBS disclosure at least once every 3 years. To keep an up to date record of disclosure numbers and the date of issue, which will be submitted to trustees. Trustees will periodically check that the children's group leaders on a given Sunday are on this register.
3. To ensure that all leaders (paid or voluntary) are provided with a copy of the church's 'safeguarding children policy'.
4. To be a point of contact for children, parents and leaders to discuss any concerns.
5. To act in the event of an allegation or suspicion; role as outlined in the following section.
6. To liaise regularly with other safeguarding officers, senior pastors and trustees to ensure that safeguarding children is made an ongoing priority.
7. To provide training on best practice and following procedures for all staff and volunteers on a regular basis.

(iv) Current post holders

VINEYARD KIDS CO-ORDINATOR

YOUTH WORK CO-ORDINATOR

Rachel Cullip	Date of appointment	July 2010
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SAFEGUARDING CO-ORDINATORS

Primary: Jacqueline Titmas	Date of appointment	January 2010
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Secondary: Nick Darlington	Date of appointment	May 2010
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Carol Clarke	Date of appointment	September 2012
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Section 3 - Recognising and responding appropriately to an allegation or suspicion of abuse

The abuse of children, young people and adults is a difficult and complex issue. Abuse can take place when harm is deliberately inflicted or when harm is not prevented. Children, young people and adults may be abused within a family, an institution or a community setting. In many cases the abuser is known to or in a trusted relationship with the child, young person or adult.

Detailed definitions and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse are included here in our policy:

Child Abuse is a term that covers all the ways a child's health or development is damaged by other people. Anything that prevents a child achieving his or her full potential or contradicts the dignity and rights of a child is abusive behaviour. The results of abuse may have a harmful effect on the child immediately and in later life. The consequences of the pain of child abuse can overflow into adult relationships and the care of children.

Working Together (2013), the document which outlines how both statutory and voluntary agencies should work together to safeguard children, gives four categories of abuse. These are the categories that are used by the Local Authority Safeguarding Children Board when they are making a decision about whether a child's well-being needs to be monitored through a child protection plan.

1. Physical abuse occurs when there is an actual physical injury to a child that has been purposefully inflicted or knowingly not prevented. For example, marks or bruises from a hand or an implement, shaking, cigarette burns, scalds, bite marks, broken bones, suffocation and poisoning. It also includes situations in which a carer, usually a mother, fabricates (or induces) illness in the child to gain attention for herself.

2. Emotional abuse occurs when there is a persistent lack of affection, continual rejection or isolation, inconsistent handling, belittling, unrealistic expectations or threatening behaviour. By these means the child's emotional needs for love and security, recognition, praise, encouragement and stimulation are not met, and there is a persistent disregard of a child's effort or progress.

Exposure to domestic violence and language:

- Exposure to language or attitudes which have the effect of undermining a child's self-esteem, this may include racism, sexism or other forms of discrimination.
- Living in a household where there is domestic violence causes severe harm to children and even to unborn babies.

In the church, there may be emotional abuse when spiritual harm is done to a child through the misuse of the authority of leadership.

- The misuse of penitential discipline
- Oppressive teaching
- Obtrusive healing and deliverance ministries.

3. Neglect occurs when there is a failure to meet a child's basic needs. For example, failure to provide food, warmth, adequate clothing, protection from danger and leaving a child alone or unsupervised or with inappropriate carers.

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4. Sexual abuse occurs when an adult or other young person uses a child for their own gratification. For example, sexual harassment, exposure to pornography, touching the child in a sexual manner or making the child touch the abuser, and anal or vaginal penetration. Sexual abuse of children also occurs through the making, downloading and distribution of indecent images on the internet. Children can also be abused through grooming on the internet or by mobile phone.

(ii) Indicators of child abuse

There are several ways in which we could become concerned that a child has been abused:

- By an allegation made by a child directly
- By reports or allegations from another person
- By observing signs of symptoms of abuse
- By the admission or ‘cry for help’ from someone who says they are harming a child.

The aim of the following list is to raise awareness of some of the indicators that may suggest that a child has been abused. ***The presence of any of these indicators in isolation does not necessarily confirm that a child has been abused.*** However, their presence should raise our awareness and may indicate the need for further action under the safeguarding procedures. If you are unsure, please do not hesitate to contact one of the Safeguarding Officers.

Possible Indicators of Physical Abuse

Physical abuse may be detected by observing bruises or injuries on the child or by observing suspicious patterns of behaviour. These include:

- Injuries that are not compatible with the explanation – it would not be possible to sustain an injury in the way described.
- A delay between the time the injury occurred and seeking medical help
- Ignorance of how the injury occurred and seeking medical help
- Ignorance of how the injury occurred, disinterest, or refusal to discuss the injuries
- There is concern about the way in which the child responds to their parent or carer, e.g. flinching when they are approached or touched.
- The child is kept at home for no apparent reason
- The child is reluctant to change or participate in PE or swimming
- A pattern of injuries emerges over time or there are multiple injuries at the same time
- There are injuries in a place that is not normally exposed to injuries of an accidental nature, e.g. under arms, behind ears, inner upper legs.

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Possible Indicators of Emotional Abuse

All types of abuse will involve some degree of emotional abuse. The indicators below may also be found in the other types of abuse:

- There is concern about the ways in which the carers communicate with the child. For instance the use of aggressive, belittling or controlling communication by a carer.
- Failure to thrive. This is a condition with growth retardation, unrelated to disease with various degrees of developmental delay, associated with inadequate parenting
- The child has poor social skills or is unable to integrate with peers or adults
- The child lacks self-confidence or has a constant need for affection or reassurance
- The child sets up situations where they fail or attract rejection or bullying from others
- The child is passive, compliant and keen to please
- The child is constantly tired, withdrawn and may appear depressed
- The child expresses anger, vindictiveness and aggression or bullies others
- The child steals from home, school or the community
- There is under-achievement or a lack of concentration.
- Intellectual development, perception, attention and speech are impeded
- There is a loss of inclination to explore or take risks
- The child is unable to express emotions and appears detached
- The child shows repetitive comfort behaviours, such as rocking or head-banging
- In relation to spiritual harm, punishment from God for normal childhood behaviour.

Possible Indicators of Neglect

Neglect is a passive form of abuse where a carer fails to provide ‘good enough care’ for the child to grow and develop normally. In addition to the indicators above, neglect may also include:

- Poor hygiene, the child being unkempt or frequently underweight, dirty and smelly.
- Constant hunger, sometimes stealing food from other children.
- The child’s educational and/or medical needs are not met or are not recognized.

Possible Indicators of Sexual Abuse

The indicators of sexual abuse can take many forms. Children of all ages may be sexually abused and these indicators can vary according to the developmental age of the child.

Sexual abuse is shrouded in secrecy and the child is likely to have been subjected to threats or other pressures not to disclose. If a child is not able to tell a trusted adult, changes in behaviour may be the only indication that abuse is taking place. The indicators discussed under emotional abuse may also be relevant in cases of sexual abuse.

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We may suspect sexual abuse if the child shows any of the following behaviour:

- The child displays inappropriate sexual behaviour towards others, or engages in age inappropriate sexual activities through words, play or drawings.
- The child is sexually provocative, promiscuous or re-enacts abuse with others.
- The child has relationships that are secretive and exclude others.
- The child receives unexplained gifts or money.
- The child displays a lack of concentration – ‘daydreaming’ or switching off.
- The child has a poor sense of self-worth.
- The child is scared of or has a lack of trust in particular to adults, or is reluctant to go home.
- The child withdraws from ordinary displays of affection.
- The child is reluctant to take part in games or swimming.
- The child destroys possessions.
- The child displays challenging behaviour including anger, bullying others or showing hostile feelings.
- The child has a need for control and feels unsafe if a familiar routine is broken.
- The child has disturbed sleep with phobias, fears and nightmares.
- The child bed wets or soils during the day or night (once toilet trained).
- There are inappropriate bed-sharing arrangements at home.
- The child may have eating disorders such as anorexia or bulimia.
- The child may over-eat or hoard food or sweets.
- The child may have recurrent symptoms such as recurrent tummy aches for which there is no medical cause.
- The child is depressed.
- The child harms itself through self-mutilation by cutting, glue sniffing, alcohol or drug misuse.
- The child repeatedly runs away from wherever the abuse takes place.
- The child truants from school.
- The child becomes involved in prostitution.
- The child attempts suicide.

N.B. Please be aware that many of these indicators are perfectly normal in children, and do not prove that they have been abused. Also, children who may be abused might not exhibit any of these indicators. If you are concerned about any child, talk to one of the Safeguarding coordinators immediately.

It is important that all concerns regarding children are thoroughly investigated. If abuse is disclosed or suspected, the matter should be reported to one of the Safeguarding coordinators and the appropriate response procedure should be followed.

(iii) Response Procedures

Introduction: These guidelines are provided for all staff and volunteers at Coventry Vineyard. We hope that they will contribute to providing a secure environment for children where they can feel safe to express their feelings; be listened to, and affirmed. They must be given freedom and encouragement to develop and grow as a person, and as a follower of Jesus.

STAGE 1: INITIAL REACTIONS TO ALLEGATIONS & SUSPICIONS

Where there is a direct disclosure of abuse

- If a child directly discloses abuse to any member of the church, this **must** be immediately referred to the Safeguarding coordinator.
- It is very important that all referrals are made **without delay** as failure to refer promptly may mean the loss of vital evidence and result in more suffering to the child concerned, as well as potentially leaving other children at risk.
- Sometimes an adult discloses abusive childhood experiences. If this happens, please refer the adult to their small group leader or Nick or Vicki Sutton (whoever they feel more comfortable with). If they are not able to do this, encourage them to talk to an outside agency such as Relate or Lighthouse, or, if appropriate, the police. In this instance it is important to find out whether the alleged abuser still has access to children/young people.

Do:

Listen carefully and take what is being said seriously.

Record the conversation and keep in a safe place (Incident form - Appendix 1). This record must be signed and dated.

Talk to the Safeguarding coordinator.

Offer support.

Do not:

Ask questions of the child or young person.

Discuss with anyone other than a designated Safeguarding coordinator.

Investigate the issue yourself.

Never discuss the issue with the alleged abuser.

Where child abuse is suspected

If any member of the church suspects the possible abuse of a child, one of the Safeguarding coordinators should be advised.

Do not discuss suspicions with the person suspected of abuse, the parent or carer or anyone else other than those mentioned above.

If an abuser discloses abuse

Disclosure may take place in a pastoral setting, such as in a small group. While a person's right to confidentiality in this context is of the highest importance, it is not absolute. There are occasions when confidentiality should not be maintained. If children have been harmed or may be at risk from the person making the disclosure, a report must be made to the Safeguarding coordinator.

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Recording concerns

Any member of the church to whom an allegation or concern is disclosed should make a written record as soon as possible. The exact words of the child or the party making the referral should be recorded. Written records should include the name, date of birth and address of the child or young person, all decisions taken and the reasons why these decisions were taken, the date, the time and any observations of the manner or presentation of the child which caused concern, note any other people present, with their role. Where possible the Incident Form provided (Appendix 1) should be used to ensure that signature and date are provided and passed on to the primary safeguarding coordinator.

STAGE 2: THE CHURCH'S RESPONSE DURING THE INVESTIGATION

The role of the Church will be planned by the Safeguarding Coordinator, in consultation with the statutory agencies, the senior pastors and the trustee responsible for safeguarding children and in accordance with the need to protect the child. Priority will be given to the pastoral care of all those affected by the allegations including the alleged abuser.

In determining the level of risk that the accused person will present to children, the Safeguarding Coordinator may seek expert advice from Social Services, NSPCC, Police, Probation or an outside consultant.

The Church leaders will take any necessary steps in the light of the above consultative procedures to ensure that any person against whom an allegation is made will have no contact with the child or the family concerned. Normally such a person will also be withdrawn from work with children and young people pending the outcome of the enquiry.

From this initial assessment a decision may be made by the statutory authorities to proceed, to cease further investigation or in some cases undertake low-key monitoring. The Safeguarding Coordinator, together with the Church leaders, will make a decision on the nature of any monitoring by the Church and the arrangements for review.

After the gathering of all the information, the social services department may initiate a child protection meeting. The Church leaders or Safeguarding Coordinator will nominate the most appropriate person to attend to give information on behalf of Coventry Vineyard, if required.

It is important that individuals representing Coventry Vineyard do not attend any child protection meeting or conference without reference to the Safeguarding coordinator or the Church leaders.

STAGE 3: OUTCOME

If it has been acknowledged that abuse has been established the prosecuting authorities may instigate criminal proceedings. Even if there is no prosecution the statutory agencies may proceed with their involvement. An allegation which cannot be proved beyond reasonable doubt in criminal proceedings may still be proved on the balance of probability.

The Safeguarding Coordinator, together with the Church leaders and in consultation with the police or social services will make decisions as to when and how far it is appropriate to share information with the referrer, other leaders within Coventry Vineyard and church members.

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The timing will ensure that this does not prejudice any ongoing involvement from the statutory agencies.

All media enquiries will be channeled through the Church Leaders. Continuing liaison will be maintained between the Church leaders and the Safeguarding Coordinator.

The Safeguarding coordinator will:

1. gather all information relevant to the case;
2. document any previous concerns;
3. liaise with previous churches where the person under investigation has been a member;
4. consider any special measures which need to be implemented within the church.

After consultation with the statutory agencies the Safeguarding Coordinator will report to the Church Leaders on the management of the case at its conclusion.

STAGE 4: COMPLETION OF THE INVESTIGATION

Based on the full consideration of the facts, the Church leaders will make a decision on whether further action within the church is needed. Pastoral support will be offered to all those involved. There may also be a need for ongoing monitoring of the situation.

If there is no conviction, the Church leaders will give written guidance as to whether and to what extent an individual's ministry should be defined and monitored, after discussion first with the person concerned. The Safeguarding Coordinator will consult the police or social services about the circumstances.

The Safeguarding Coordinator will then need to pass information to the police for possible inclusion on the database held by the Disclosure and Barring Service, this is a legal requirement.

All actions in relation to these procedures should take place with the knowledge of the Safeguarding Coordinator and the Church leaders.

See Appendix 2 for flow diagram summarizing Response Procedures.

Section 4 – Prevention

The Church, following the guidelines detailed in “Safe to Grow”, takes due care when appointing volunteer leaders with children and young people. We need to ensure that all volunteer leaders are appropriate for the role and that we avoid those who might abuse the position of trust they will be in, to exploit those for whom they are responsible.

(i) Application steps for new post holders

Those who wish to be considered for work as a volunteer with children and young people (ages 0 – 18 years) are asked to follow the steps outlined below:

1. Application Stage

- i. Contact the Vineyard Kids or Youth Coordinator for an application pack (See Appendix 3)
- ii. Consider carefully the job role and the age range of children / young people you wish to work with and then discuss informally with the appropriate departmental/group leader.
- iii. Complete the application and DBS disclosure application forms if you feel you can meet the requirements of the role.

2. Assessment Stage

- i. References will be taken up on your behalf (See Appendix 4)
- ii. A meeting will be arranged with you to discuss your application
- iii. You will be asked to fill in a disclosure application form which will be sent to the DBS, via the Registered Body CCPAS. (See details over page)

3. Appointment Stage

- i. If appropriate, you will be appointed and the role further discussed, tailored and clarified if necessary.
- ii. A condition of the appointment will be that the church’s procedures and Good Practice guidelines are read, understood and agreed to, and training opportunities taken up.

Volunteers will be offered appropriate support to undertake the role, which will include training in the church’s safeguarding policy, volunteers are strongly encouraged to feedback any concerns or requirements. The church requires that volunteers make attendance at training a priority and attend at least once every two years. Training days will be offered every six months.

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(ii) Obtaining a Disclosure from the Disclosure and Barring Service (DBS)

The Church has decided that all those volunteers whose roles involve regular caring, supervising, teaching, training or helping with children and young people under the age of 18 years should be asked for an enhanced plus DBS disclosure. An enhanced plus disclosure includes a check of local police records, a check of any convictions or cautions held on the Police National Computer and a check of the barred list held by the Disclosure and Barring Service.

Advice given to potential volunteers ...

Complete the Disclosure Application Form provided, this must be completed carefully and accurately in black ink and block capitals. Take special care to read the guidance notes provided before filling in the form and provide a complete 5 year address history. Take the evidence of identity together with the completed form to the Vineyard Kids or Youth Coordinator, who will complete the back page of the DBS form. This form, together with the Churches Child Protection Advisory Service (CCPAS) form will be sent to CCPAS who will check it and send it to the DBS. Coventry Vineyard will cover the cost of this process for volunteers.

Currently a copy of the disclosure certificate will be sent directly to the applicant and Coventry Vineyard administrator will be advised that the certificate has been issued. The disclosure certificate is your personal document and you do have the right to decline to show it to anyone else. Please note that a criminal record in itself is not an automatic bar to working as a volunteer with children and young people. If the disclosure contains information that may be of concern, the disclosure will be dealt with by the leaders of Coventry Vineyard who will make a decision. The applicant themselves will be informed directly about this decision.

If you believe that the DBS have produced a disclosure that is incorrect or Coventry Vineyard has made a wrong decision then an appeal can be made in writing.

DBS checks will be renewed every three years.

Section 5 – Pastoral Care

(i) Supporting those who have been affected by abuse

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

Support and prayer may be offered through Coventry Vineyard's existing small group and cluster structure. Where counseling is required, individuals will be advised to seek help from appropriate professional bodies e.g. Doctors or Counselors.

(ii) Working with offenders

When someone attending Coventry Vineyard is known to have abused children, or is known to be a risk to adults who may be vulnerable the leadership will, in its safeguarding commitment to the protection of children and adults, adopt one of the following two approaches depending on the longevity of the individual's involvement with Coventry Vineyard.

1. When offender is an existing and continuing member of Coventry Vineyard

Where information about an offence against children/vulnerable adults comes to light relating to an existing member of Coventry Vineyard, or an identifiable risk is posed, the following risk management plan will be put into place:

The person concerned

- Will not travel in a car with children/vulnerable adults.
- Will not be permitted to work with children or young people in any capacity, or be involved in any up-front leadership position (e.g. worship band). Involvement with any other serving roles will need to be discussed with Coventry Vineyard leadership.
- Will be chaperoned by a designated individual at all times when attending public meetings.
- Are expected to attend and be accountable to a small group. The small group leaders need to have been selected, informed and approved by the leadership team.
- The offense history or posed risk will be highlighted to the leadership team and any other individuals deemed relevant by the senior pastors.
- The above conditions and any others more relevant to the individual will be drawn into a contract that the senior leaders and individual will be expected to sign. A timely review date will also be agreed and included in the contract.

2. When offender is a newcomer

If an individual known to have committed an offence involving children, young people or vulnerable adults approaches Coventry Vineyard with a view to membership, they will be actively discouraged. This is due to the fact that Coventry Vineyard has a high proportion

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of children and young people. While we recognize that forgiveness and inclusivity are important values, our responsibility towards the safeguarding of our children and vulnerable adults is paramount. The individual will instead be encouraged to seek a congregation with a smaller proportion of children or young people and to inform that congregation's leaders about their situation and history.

Section 6 – Creating a safe working environment

(i) Introduction

Coventry Vineyard recognizes the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted into the church's care.

As part of its mission the church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all children/youth leaders within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare organizations and authorities.

The following guidelines are intended to act as a deterrent to potential abusers and to offer protection for children and leaders and should be adopted for all paid and voluntary staff working with children.

The aim is to safeguard the welfare of children and young people and suggest ways to minimize the risk of abuse taking place within a church setting. However these guidelines are not intended to inhibit flexibility in our work with children or to restrict creativity or spontaneity.

N.B. A note on physical touch ...

Touching is a valuable way of showing praise, reassurance and love. There are many occasions when the use of touch with children is appropriate. For example there is a healing value in a hug for a hurt child, or in a restraining hand to prevent a child from physical harm. However, adults working with children need to be aware of the implication of possible misinterpretation when physical contact occurs. It should **never** be used if an adult is alone with a child or young person. The use of touch should always be appropriate to the situation taking into account the age and development of the child, it should be initiated by the child and it should never undermine the dignity of the child or young person.

(ii) Good practice guidelines

1. Plan the work to minimize situations where the abuse of children and young people may occur.

To safeguard children and the leaders, all groups should have at least two leaders, preferably male and female, to ensure the group is never left unattended with a single adult. It will also provide adequate cover in an emergency.

No young person under the age of eighteen years can act as the group leader and they cannot be included in the ratio of adults to children.

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Except in an emergency, staff should not be alone with children without another adult being present. If a situation arises where an adult needs to be alone with a child, it is important that another adult in authority is aware of the circumstances and of the child's whereabouts.

Working Ratios

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

2. Provide children with opportunities to talk to an independent person.

Children and youth leaders should be receptive and available to listen to what children and young people wish to share. Children should be aware that there are people available to whom they can talk in confidence if they feel uncomfortable, worried or if something is wrong. The names and telephone numbers of the Safeguarding coordinators are available on the kids and youth board and can be referred to, as appropriate.

3. Staff training

All leaders need to be aware of their personal responsibility to protect children and to report abuse as advised in Section 3 of the Safeguarding policy.

Leaders should attend safeguarding children training at least once every 2 years, which will be provided by the Safeguarding coordinators.

4. Give all paid staff and volunteers clear roles

All paid staff and volunteers should be clear of the duties expected of them. They should be aware of the person to whom they are accountable and who will supervise them.

5. Use of coordinators as a means of protecting children and young people

The Vineyard Kids and Youth Coordinators have a duty to monitor leaders to ensure that there are no concerns regarding their performance. The coordinator should be available as a person to whom the leader can report any concerns regarding the protection of children.

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6. Discipline

All leaders need to make themselves aware of the discipline policy for Coventry Vineyard, which is on the Kids and Youth display boards, and can be obtained from the office. Shouting, belittling or physical punishment should never be used.

7. Supervision for outings or special events

These events always need to be agreed with Coventry Vineyard leaders. For these occasions there may be a need to recruit more adults to accompany children. Temporary helpers should **never** be allowed to have unsupervised access to children. Parents or carers should complete consent forms prior to children and young people going on residential outings (See Appendix 6) or other events which fall outside of regular routines.

Care should be taken to comply with the current requirements of the church insurance policy, and the 'Guidelines for Residential Activities' from Coventry Vineyard (See Appendix 5).

8. The Trustees

The Trustees should ensure that they have adequate procedures for the protection of children and young people, should review those procedures annually and ensure that an appropriate person is appointed to co-ordinate DBS forms.

9. Health and Safety

A first aid kit should always be available during any activity, and a responsible adult should be trained in its use. Any accident must be reported in an accident book or on an incident form and signed by a parent or carer. Specific parental consent should be obtained for any hazardous activity.

10. Transporting Children.

When transporting children on church events, children should never sit in the front of cars. Best practice would be to have two adults in the car, at least one of whom has been DBS checked. The reality in many areas is that only one adult will be available, this adult must have a clear DBS check. Another responsible adult and the child's parent need to be made aware of the transport plans.

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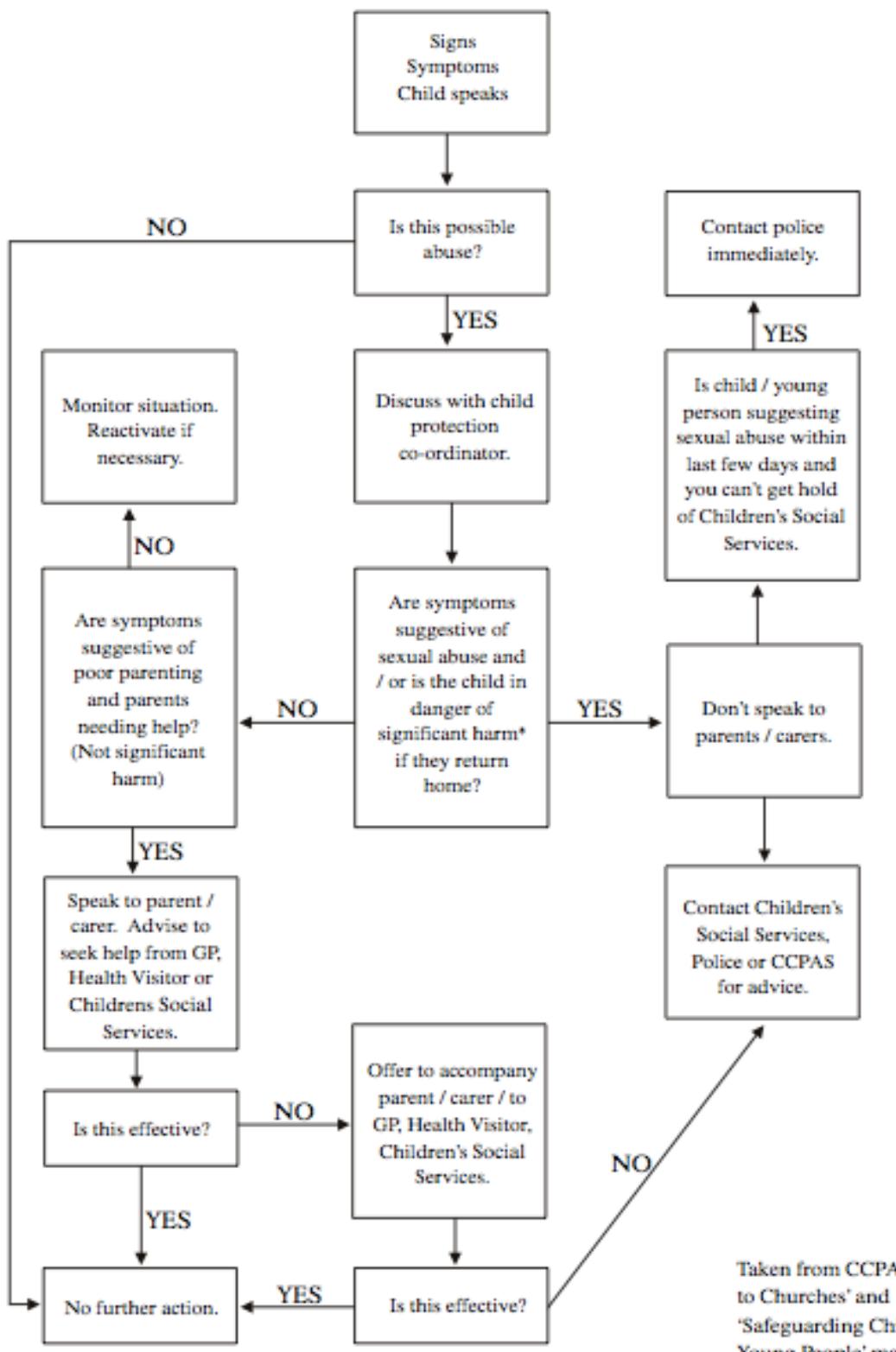
Appendix 1

Incident Form

This form is being completed by:	
Date, time & occasion of incident	Nature of incident
	<input type="checkbox"/> Disciplinary <input type="checkbox"/> First Aid required <input type="checkbox"/> Child protection - disclosure <input type="checkbox"/> Child protection - allegation <input type="checkbox"/> Other (Tick all that apply)
Description of incident (including names of those directly involved and leaders present)	
Action taken (including people told and any advice given)	
Any ongoing/follow-up action required	
Signature of parent/guardian (if applicable):	
Signed:	Date:

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Appendix 2 – Flow diagram Summary of Response Procedures



Appendix 3

Application Form for Voluntary Work with Children and Young People

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We ask all prospective leaders with children and young people to complete this form. If there is not enough space to fully answer any question, please continue on a separate sheet. The information you provide will be kept confidential by the church, unless requested by an appropriate statutory authority.

Personal Details

Full Name:

Home Address:

Post Code.....

E-mail..... Telephone No.

How long have you lived at this address? If less than 3 years, please give your previous address(es) with dates and the name of the church you attended.

Experience and Skills

Please tell us about yourself – any special interests and skills you have and previous experience of children and young people. Where appropriate name the church or group and the dates:

Have you any relevant qualifications or had any appropriate training?

Are you prepared to undertake some (more) training? Yes / No

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References

In the space below, please give the details of two people who know you well, who would be able to give you a personal reference. If you have worked with children and/or young people, at least one referee should relate to that experience. It is desirable that one referee is external to the church. We reserve the right to take up a character reference from any other individuals deemed necessary.

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Name:	Name:
Role/Connection with you:	Role/Connection with you:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

Declaration

You will understand the great responsibility involved in working with children and young people and the need to ensure their safety. We therefore ask you to sign the following declaration.

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

If YES, what was the nature of the offence?

.....
(n.b. All convictions must be disclosed, as the provisions of the Rehabilitation of Offenders Act 1974 does not apply but the disclosure of an offence may be no bar to your appointment)

We require those working with children and young people up to age of 18 years to apply for an enhanced plus disclosure to the Disclosure and Barring Service. Are you willing to do this? YES / NO

Signature

I confirm that all the above submitted information is correct and complete

Signed Date

Appendix 4

COVENTRY VINEYARD CHURCH

Reference Form

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Private and Confidential

Name of volunteer

Name of Referee

What is your relationship with the volunteer?

Relative / Friend / Employer / Other (please specify)

How long have you known the volunteer?

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people and the contribution they will bring to the role. (Please continue over the page if necessary)

Appendix 5

COVENTRY VINEYARD CHURCH Volunteer Agreement

Name of leader

We welcome you as a volunteer with the Children's/Youth work

You are joining a team that, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the church, we undertake to support you and your work, by prayer, by our interest, and by providing resources and training.

The person who will give you primary support is the leader of your team, they are there to discuss any matters of concern you may have.

They will meet with you regularly to talk about your work, and will discuss your development and training as appropriate.

Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

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Signed Children's/Youth Leader

Date

Declaration

To be completed by the leader.

I have read the church's guidelines for safeguarding children. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed Date

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Appendix 6

Good Practice Guidelines for the prevention of abuse – for children and youth leaders.

A. Good practice with children and young people.

1. The Church should ensure that:

- As far as possible a leader is not alone with a child where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

In a counselling situation with a young person, where privacy and confidentiality are important, another adult should know that the meeting is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.

- Access to the building is safe and well lit.

2. You, the leader, should:

- Treat all children and young people with respect and dignity, watching your language, tone of voice, and physical contact.

- Not engage in any of the following:

- invading the privacy of children when they are showering or toileting;
- rough, physical or sexually provocative games.
- making sexually suggestive comments about or to a young person,
- even in ‘fun’;
- inappropriate and intrusive touching of any form;
- any scapegoating, ridiculing, or rejecting a child or young person.

- Learn to control and discipline children without using physical punishment.

- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.

- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.

- Not invite a child or young person to your home alone. Invite a group, or ensure that someone else is in the house. Make sure the parents know where the child is.

- Not give lifts to children or young people on their own, other than for short journeys. If they are alone, ask them to sit in the rear of the car.

- Not share sleeping accommodation with children or young people if you

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take a group away.

B. Good practice with colleagues.

If you see another children or youth leader acting in ways that could be misconstrued, be prepared to speak to them or to your leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all leaders to be comfortable enough to discuss inappropriate attitudes or behaviour.

C. Good practice in leadership.

Leaders of children's and youth work should:

- Meet with leaders regularly to review and plan the work.
- Ask about working and personal relationships with the children.
- Take or create opportunities for observing the leader with the children.
- Watch for any child receiving exceptional treatment: being highly favoured or treated unduly harshly.

If the leader has any doubts about the leader's relationships, he or she should explore further by talking with him or her, then confidentially with other leaders, and with the child concerned. The issue should not be dropped until the leader is sure there is no possibility of abuse.

Appendix 7

GUIDELINES ON VISITS, ACTIVITIES, RESIDENTIALS AWAY FROM CHURCH PREMISES FOR UNDER 18's

The following good practice guidelines are based on "Safe to Grow: Guidelines on child protection for the local church and its youth leaders". Revised Edition published by the Baptist Union of Great Britain.

This document is an extract from Safe to Grow to help leaders of children and young people identify the important issues that should be considered for the safety and well-being of the children and young people on visits, activities and residential away from church premises.

1) Roles and responsibilities of leaders

It is helpful to make sure that at least one adult is in charge of specific aspects of the programme, for example, Cook, First Aider, preparing for meals, Activities etc. These jobs will vary, taking into consideration building, type of programme, etc. The person with overall responsibility must check that the person designated as the First Aid officer holds an appropriate, valid certificate. The person responsible for catering will need to hold the Basic Food Hygiene Certificate.

Before taking children/young people away on residential visits, the adults involved should meet together and the leader should explain their expectations and requirements for those involved. Roles can be explained and assigned at this meeting, and any potential issues raised. During the visit, there should be a time for all the adults to gather, pray and feedback each day, so any problems can be quickly resolved. A further meeting should be arranged after the end of the visit, to feedback and deal with any issues that came up. This should also be a time where the adults are thanked for their help.

Leaders and helpers should act responsibly at all times, setting an example to the children and young people. No alcohol should be consumed during the event whilst responsible for children and young people.

It is essential that all leaders are very careful to monitor their speech when working with children and young people. What is acceptable for certain people is not necessarily acceptable for all. Therefore do not swear, or use any form of put down in front of children, or try to embarrass or shame them. The adults are not to bring up subjects of a sexual nature, or things relating to these subjects, unless authorised beforehand by the church leaders for a specific talk.

If a child/young person initiates a question on this topic, the adult may answer the question, if they feel they are able to do this, but not to give more information than was asked for. If possible, the adult is to encourage the child to talk to their parents about the issue. When a topic like this comes up, the adult needs to inform their main leader about the conversation as soon as possible, and receive feedback about their responses. This is

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due to the sensitive nature of this topic, and is intended to protect both the leader and child.

2) Insurance cover

Check the insurance cover of any building in which you will be sleeping. There may be limits on the number it accommodates. If you exceed these, insurance can be invalid.

3) Fire

Check the building and know where the water, electricity and gas can be turned off. Know the fire drill for the building and make sure you have a fire drill as soon as possible after entering the premises. Know where the fire extinguishers are. The location should be displayed alongside the Fire Notice in each room.

4) Exits

Church halls and rooms used for sleeping larger numbers of people must have two means of exit.

6) Emergency Services

Know the location of the nearest hospital and doctor. Keep these emergency details to hand.

7) Parental Consent

Ensure parents / guardians have returned a consent form stating any special dietary requirements, health problems and current medication, and also giving the name and telephone number of the child's doctor. Photo consent also needs to be filled in and recorded. If the parent does not give consent for photos, the photographer and any leaders need to be aware of this.

8) Safety rules

Residential activities must have safety rules and boundaries that are explained to the children e.g. letting leaders know where you are, not entering the kitchen without permission etc.

9) Correct Clothing

Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities. Girls in the children's groups should be asked to wear shorts/trousers instead of skirts.

10) Outdoor activities

Where adventure outdoor activities are concerned, then either the leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then the leaders should check that this organisation is registered with the Adventure Activities Licensing Authority and have appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification that should be held is the Basic Expedition Leaders Award (BELA) or an equivalent, for example a scout or guiding qualification.

Make sure you have a suitable ratio of staff to children and young people for outdoor activities:

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0-2 years	1:3
2-3 years	1:4
3-8 years	1:6
8-13 years	2:15 (male and female) +1 extra adult for every 8 children.
13 and over	2:20 (male and female) +1 extra for every 10 young people.

1 1) Relationship of trust

Relationships between children or young people and their leaders take many forms, but can be described as a 'relationship of trust'. The leader is someone in whom the child or young person has placed a degree of trust and is not one of equal partners. It is essential that leaders and helpers act in a way that does not abuse that trust even if unintentional.

If an adult working with the youth/children is concerned about the way another helper/leader is acting/speaking, they should approach the adult concerned immediately and talk to them about this. If they do not feel able to do this, they should talk to the person responsible for the activity immediately. All of the adults present are responsible for the children they are looking after, and issues like this need to be dealt with by the end of the day.

If a parent expresses concern about a leader's behaviour, ask the parent to talk to the leader, if appropriate, or offer to accompany them as they talk to the leader. If the issue is not satisfactorily resolved, then take the parent to explain the issue to the kids/youth co-ordinator. Concern re. relationships of trust might need to be referred to the LADO.

12) Transport

- Try to avoid giving lifts to children or young people on their own. If they are alone, they must sit in the rear of the car.
- All private transport must have correct insurance cover for passengers.
- Always insist that seat belts are worn when travelling.
- If you use a minibus and people are making a contribution to its use, you are required to get a Section 19 permit from the DETR.
- When using coaches, ensure the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear seat belts provided.
- On every trip, the leader should have a list of those children and young people for whom they have responsibility.
- If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

13) Looking after children overnight

Sensible precautions will minimise the risks for both leaders and children and young people.

Males and females must sleep separately. If the group of children has both boys and girls, then it is important to have a mix of male and female leaders.

There will be differences in the most appropriate way to deal with overnight care of
coventry **vineyard**
church

Declaration

I give permission for my son/daughter to take part in the normal activities and outings of this group on: (Please tick)

(Day) (Date) (Month) (Starting-Finishing time)

I understand that separate permission will be sought for residential activities.

I understand that while involved with he/she will be under the control and care of the group leader and/or other adults approved by Coventry Vineyard leadership and that while staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible of any loss, damage or injury suffered by my child during, or as a result of any of the activities held over this time.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary doctor/hospital or dental treatment including an anaesthetic.

YES NO (please tick)

Signed (Parent/or adult with parental responsibility)

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer)

children and young people in the light of the venue, the children's ages and other prevailing conditions. What is important is that the situation is discussed by the leaders and an agreement reached together as to how they will proceed. Children are best protected in an environment where the adults concerned are aware of the issues of child abuse and there is an acceptance of the need to be watchful. It may be appropriate to consider appointing two adults who undertake a waking night patrol at random. If, for example, you are on a campsite with a public right of way, greater night time vigilance may be demanded.

When taking away a mixed age group, it is important to remember that some children are abused by other (often older) children or young people.

All parents/carers must be given written details of an identified contact leader, with an

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address and telephone number of the overnight location. Parents/carers must be advised in writing of how their children will be cared for in their absence. It will often be helpful to arrange a meeting with parents/carers before the event where questions can be raised.

Parents/carers must complete suitable consent forms in respect of their child's medical care and be informed of travel and collection arrangements; sleeping conditions; food, other specific activities etc.

All medical information, plus emergency contact names and numbers must be taken with the group to the location. It is recommended that the leader keep this information with them at all times.

A reliable mobile phone is a useful tool in working away from the church base. Ascertain the telephone numbers for emergency situations before any possible crisis occurs.

14) Storage of Consent Forms

Completed Consent Forms must be stored securely and the information kept confidentially. Following the residential or after the period the forms cover has expired, the forms must be destroyed.

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Appendix 8

Coventry Vineyard- (**State Activity & dates**) Consent form (**Confidential**)

Full name of young person: _____

Date of Birth: ____ / ____ / ____

Address: _____

Child/Young Person's registered GP: _____

GP address _____

Telephone number: _____

NHS Number: _____

Date of last anti-tetanus injection: ____ / ____ / ____

Whilst in our care it is important we should know whether your child:

- Suffers from any allergies _____
- Is on any medication _____
- Has any health condition or disability that we should know about: _____

(continue on back if needed)

Name of parent/ carer: _____

Address: _____ (if different from child's address)

Tel No: Day _____ Evening _____ Mobile _____

Additional contact:

Name(s) _____

Tel no: _____

Address: _____

Relationship to child: _____

Please turn over

Appendix 9

Coventry Vineyard (state activity) Image Consent form

Name of young person:

Coventry Vineyard would like to take photographs/video of the above named child. These images may appear in our printed publications, on our website or both.

To comply with the data protection act 1998, permission must be granted by the parent/carer before any images of your child are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown.

To the parent: (Please tick)

1) May we use your child's image in our printed publications? YES NO

2) May we use your child's image on our website? YES NO

Signed (Parent or adult with parental responsibility)

Date: ____ / ____ / ____

Conditions for use:

We will not include details or names of any person in an image on a website or printed publications without good reason or with your express consent.

We will not include personal e-mail or postal address, or telephone numbers on our website or in our printed publications or on our website.

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We may use group pictures with general labels, such as 'youth enjoying sport' or 'making Christmas decorations'.

We will only take/use images of children who are suitably dressed to reduce the risk of such images being used appropriately. eg we will not take images of youth on swimming trips.

Appendix 10

Organisation details including current venues and groups that run (as of January 2015). Cross reference with Section 1, page 3 of policy.

Name: Coventry Vineyard

Relevant Addresses

Postal Address: 1 Mill Street, Coventry CV1 4DF

Sunday mornings: Sidney Stringer Academy, 2 Primrose Hill Street, Coventry CV1 5LY

Weekly groups: 1 Mill Street, Coventry CV1 4DF

Church office: 1 Mill Street, Coventry CV1 4DF

Tel No: 02476 633966

Email address: office@coventryvineyard.org.uk

Insurance Company:

About Coventry Vineyard and our work with children/young people

We are a group of people committed to following the person and teaching of Jesus Christ. We believe in bringing the life of Jesus to the lives of the people in our community.

Coventry Vineyard is a place where everyone is welcome, whatever your background, whatever your history, whatever your belief, whether you believe in God or not, we want to be a church where God can be found.

We hold a weekly Sunday gathering at the Sidney Stringer Academy, which includes separate groups for children and young people:

Bright Sparks (0-2 years), Live Wires (3-6 years), The Grid (7-11 years), Potential (11 – 14 years).

During the week we also run evening groups for the children and youth, based on the coventry **vineyard** church

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same small group values of the adult small groups:

Younger Youth Life Group (school years 7 -9) Monday 7pm to 8.30pm

Older Youth Life Group (school years 10 to 13) Monday 7pm to 8.30pm

Venue: Mill Street, Coventry

Annually, we run a children's slumber party, a youth camping trip, a youth weekend away and regular gathering events, designed to provide social occasions for children to invite friends.