

Coventry Vineyard

SAFEGUARDING POLICY

Approved by trustees and Leadership December 2020

Review Date: September 2021

Coventry Vineyard is a Christian Church affiliated to Vineyard Churches UK. Registered Charity Number 1094167

Coventry Vineyard is a Charitable Company limited by guarantee registered in England and Wales under Company No.8341599

Vineyard is a registered Collective Mark of Vineyard Churches UK

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SECTION 1

Details of the place of worship / organisation

Name: Coventry Vineyard

Postal Address: Studio 3,

Far Go Studios,
54 Grafton St,
Coventry,
CV1 2HW

See Appendix 10 for addresses of current venues used.

Tel No: 02476 633966

Email address: office@coventryvineyard.org.uk

Insurance Company: Congregational Insurance

Charity Number: 1094167 **Company Number:** 8341599

Senior Pastor – Nick and Vicki Sutton

Contact - nick@coventryvineyard.org.uk

Children Safeguarding Co-ordinator -

Lara Mills

contact Tel: 07960 866363

Email: lara@realyouth.net

Adult Safeguarding Co-ordinator –

Ngamanya Nyirenda

Contact Tel: 07444402474

Email: ngamanyan@yahoo.co.uk

Deputy Safeguarding Co-ordinator - Abigail Curran **Contact Tel:** 07715109375 **Email:** abigail@pcurran.co.uk

About Coventry Vineyard

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. On the first Sunday of each month the church gathers in neighbourhood areas within the wider community.

During the week we also run evening groups for the children, young people, and adults. Groups for children and young people are, based on the same life group values as adult groups.

Annually, we run a variety of children and young people's activities on and off site, some are designed to provide social occasions for children to invite friends.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Co-ordinator(s) in their work and in any action, they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

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

Definitions, signs and symptoms of abuse children and young people

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 fabricates or induces illness in the child to gain attention for themselves.

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.

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.

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.

5. Child Exploitation

Involves exploitative situations, contexts, and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim, which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation, or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming.

However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

6. Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

7. Preventing Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability, which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

8. Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

9. Online

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet, often referred to as Information and Communications Technology.

● 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.
- 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.

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 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 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 re- assurance
- 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 steals from home, school, or the community
- There is under-achievement or a lack of concentration.
- The child shows repetitive comfort behaviours, such as rocking or headbanging
- 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
- The child's educational and/or medical or frequently underweight, dirty and needs are not met or are not smelly.
- Constant hunger, sometimes stealing food from other children.
- The child's educational and/or medical needs are not met or are not recognised

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.

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 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 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 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 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.

Possible Indicators of Child Exploitation

Many of these are common teenage behaviours but keep an eye out for increased instances of changes in behaviour that may be signs of grooming.

- Being secretive about who they are talking to and where they are going.
- Often returning home late or staying out all night
- Sudden changes in their appearance and wearing more revealing clothes
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you would not expect them to know
- Engaging less with their usual friends. Appearing controlled by their phone
- Switching to a new screen when you come near the computer.

Possible Indicators of FGM

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

A girl or woman who is had female genital mutilation (FGM) may:

- have difficulty walking, standing, or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious, or depressed

- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations ask for help but may not be explicit about the problem due to embarrassment or fear.

Further information including potential indicators can be found at <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>. If FGM is suspected, then this needs to be reported to the Safeguarding Co-ordinator who will report to Social Services and or the local police force (as required by law – see link above.)

Possible Indicators of Prevent Radicalisation

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased secretiveness, especially around internet use.
- Increased levels of anger

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

Possible Indicators of Online Abuse

A child may be experiencing abuse online if they

- spend lots, much more or much less time online, texting, gaming, or using social media
- are withdrawn, upset, or outraged after using the internet or texting
- are secretive about who they are talking to and what they are doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop, or tablet.

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 Co-ordinators and the appropriate response procedure should be followed.

Who could be regarded as an 'adult at risk'?

The term 'Adult at Risk' as defined by the Care Act 2014 applies to people aged 18 or over who are in need of care or support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation. Adults at risk may include individuals who are vulnerable as a consequence of their role as a carer.

All of us could be regarded as being at risk or vulnerable at certain times in our lives, for example when undergoing medical treatment or experiencing a period of mental ill-health. Equally, not all people with a disability would identify themselves as being vulnerable or at risk at all times.

What is abuse?

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so-called 'honour'- based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they do not need.

Neglect and acts of omission - including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Discriminatory abuse - including forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, or religion.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a mental health issue such as depression.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

Bullying (including 'cyber bullying' by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

Radicalisation - the aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Mate Crime – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

● Indicators of adult abuse

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance

- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending events or activities regularly
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

● **Response Procedures**

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 and adults 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.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedure as below.

- Documenting a concern

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible using the incident form to:

Concern relating to a child or young person

Name: Lara Mills

Tel: 07960 866363

Email: lara@realyouth.net

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Children Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to: Abigail Curran Contact Tel: 07715109375
Email: abigail@pcurran.co.uk

Concern in relation to an adult

Name- Ngamanya Nyirenda

Contact Tel: 07444402474

Email: ngamanyan@yahoo.co.uk

In the absence of the Adult Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to: Abigail Curran Contact Tel: 07715109375
Email: abigail@pcurran.co.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

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

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

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

Name of local authority: Coventry City Council

Children's Social Services

Tel: 024 7678 8555

Out of hours Tel: 024 7683 2222

Website Address: <https://www.coventry.gov.uk/>

Adult Social Services

Tel: 024 7683 3003

Out of hours Tel: 024 7683 2222

Website Address: <https://www.coventry.gov.uk/>

Name of local authority: Warwickshire County Council

Children's Social Services

Tel: 01926 414144

Out of hours Tel: 01926 886922

Website Address: <https://www.warwickshire.gov.uk/>

Adult Social Services

Tel: 01926 412080

Out of hours Tel: 01926 886922

Website Address: <https://www.warwickshire.gov.uk/>

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

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 congregation of the church, this **must** be immediately referred to the Safeguarding Co-ordinator.

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 or adult concerned, as well as potentially leaving others at risk.

Do:

Listen carefully and take what is being said seriously.

Record the conversation and give the Incident form to one of the Safeguarding Co-ordinator's immediately. (Incident form - Appendix 1).

Sign and date the report

Reassure the child/young person that they have done the right thing

Do not:

Ask questions of the child or young person.

Discuss with anyone other than a designated Safeguarding Co-ordinator.

Investigate the issue yourself.

Ever discuss the issue with the alleged abuser.

Where abuse is suspected

If any member of the congregation of the church suspects the possible abuse of a child or an adult, one of the Safeguarding Co-ordinators 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 Co-ordinator.

Recording concerns

Any member of the congregation of the church to whom an allegation or concern is disclosed should make a written record as soon as possible using the incident form. 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 Co-ordinator immediately.

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis, currently every 2 years, this will be a mixture of classroom and online training. The children and families, Pastor Zia Lee is responsible for keeping records of staff and volunteer training and ensuring everyone is informed of their training dates.

The Leadership will also ensure that children with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. The church website will contain a statement about Safeguarding and who to contact to raise a concern.

Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect, emotional, sexual, CSE, FGM, Prevent Radicalisation and Online abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional or sexual abuse, CSE, FGM, Prevent Radicalisation and Online abuse the Safeguarding Coordinator/Deputy will:

- Contact MASH immediately for advice if concerned about a child's safety or if a child is afraid to return home.
- If the concern is around sexual abuse, CSE, FGM or Radicalisation contact the Police as well as MASH
- Not tell the parents or carers unless advised to do so, having contacted RAS.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact RAS.

If there is a concern regarding spiritual abuse contact the Safeguarding Co-ordinator. Identify support services for the victim i.e. counselling or other pastoral support. Contact thirtyone:eight and in discussion with them consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved

On-line abuse

If a child or young person discloses online or technology assisted abuse it should be reported to the church's designated Safeguarding co-ordinator. They will then need as much information as possible about the incident before they can decide on the next course of action. This could include:

- content: has the child been exposed to illegal, inappropriate or harmful material. This includes online pornography, violence and hate sites, substance abuse, websites that are pro anorexia/selfharm/suicide
- contact: has the child been subjected to harmful online interaction with other users. This includes grooming, cyber bullying and identity theft, including Facebook profiles, and sharing of passwords

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

SECTION 3

Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- Safeguarding training is completed by everyone as online safeguarding training (address) every 2 years and attend safeguarding briefings once an academic year

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children and young people.

SECTION 4

Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

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

SECTION 4

Practice Guidelines

As an organisation / place of worship working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are: -

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.

Except in an emergency, staff should not be alone with children without another adult being present. If a situation arises where an adult need 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 (male and female) with an extra adult for every 10 additional children	2 adults for up to 15 children, preferably one of each gender (male and female) 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 (male and female) with an extra adult for every 10 additional children	2 adults for up to 20 children, preferably one of each gender (male and female) with an extra adult for every 10 additional children
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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 Co-ordinators are available on the kids and youth board and can be referred to, as appropriate.

3. 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.

4. Use of Co-ordinators as a means of protecting children and young people

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

5. 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 7) 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 6).

6. 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.

7. 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.

8. Transporting Children

Seat belts and child restraints – Highway Code

You **MUST** wear a seat belt in cars, vans, and other goods vehicles if one is fitted (see table below). Adults, and children aged 14 years and over, **MUST** use a seat belt or child restraint, where fitted, when seated in minibuses, buses, and coaches. Exemptions are allowed for the holders of medical exemption

certificates and those making deliveries or collections in goods vehicles when travelling less than 50 metres.

Seat Belt Requirements

This table summarises the main legal requirements for wearing seat belts in cars, vans and other goods vehicles.

	Front seat	Rear seat	Who is responsible?
Driver	Seat belt must be worn if fitted	-	Driver
Child under 3 years of age	Correct child restraint must be used	Correct child restraint must be used. If one is not available in a taxi, may travel unrestrained.	Driver
Child from 3rd birthday up to 1.35 metres in height (or 12th birthday, whichever they reach first)	Correct child restraint must be used	Correct child restraint must be used where seat belts fitted. must use adult belt if correct child restraint is not available in a licensed taxi or private hire vehicle, or for reasons of unexpected necessity over a short distance, or if two occupied restraints prevent fitment of a third.	Driver
Child over 1.35 metres (approx 4ft 5ins) in height or 12 or 13 years	Seat belt must be worn if available	Seat belt must be worn if available	Driver
Adult passengers aged 14 and over	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

The driver **MUST** ensure that all children under 14 years of age in cars, vans and other goods vehicles wear seat belts or sit in an approved child restraint where required (see table above). If a child is under 1.35 metres (approx 4 feet 5 inches) tall, a baby seat, child seat, booster seat or booster cushion **MUST** be used suitable for the child's weight and fitted to the manufacturer's instructions.

When transporting children on church events 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.

Make sure that a child uses a suitable restraint which is correctly adjusted.

Drivers who are carrying children in cars, vans and other goods vehicles should also ensure that :-

- children should get into the vehicle through the door nearest the kerb
- child restraints are properly fitted to manufacturer's instructions

- children do not sit behind the rear seats in an estate car or hatchback, unless a special child seat has been fitted
- the child safety door locks, where fitted, are used when children are in the vehicle
- children are kept under control.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

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

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and young people and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Appendix 1 to 9 are PDF documents available from
Coventry Vineyard Church office**

Coventry Vineyard Safeguarding and Digital Communication Policy August 2020

Digital technologies provide a huge opportunity for creative and innovative ways to engage with children, young people, and adults even when it is not physically possible to meet in person or as groups.

What are the risks?

It is important to remember that communicating with children, young people, or adults one to one online, whether via messaging or video, is the equivalent of meeting in a room on your own with no one around.

Communicating with groups and holding virtual gatherings via online platforms also presents challenges that should be considered before giving access to your virtual environment to those who you may not know.

It is also always important to remember that some people do not have access to reliable technology. So, when planning activities that might only be accessible online, it should consider who might inadvertently be left out or isolated by this method.

Some risks that should be kept in mind include:

- The opportunity for grooming/sexual exploitation
- Sharing of personal contact details of young people and youth leaders
- Inappropriate conversations between children, young people, and workers
- Potential allegations against workers
- Use of apps with minimum age restrictions
- The facilitation of abusive or unkind behaviour (cyber-bullying) between young people
- Particular risks associated with children in care or those known to children's services

Communications with children (under 18s)

Good practice

Whatever way you communicate with children and young people the safeguarding principles remain the same as outlined in this safeguarding policy. Retaining boundaries is just as important online as it is offline. In all online activities there is a need to ensure that safety is not compromised.

Coventry Vineyard want to ensure that we have high standards in online activities.

We do the following:

- Consent is sought from parents/ carers before communicating (directly) digitally with children.
- Explain to parents/carers the purpose and method for children or youth leaders etc. to communicate digitally with their child.
- Only use group texts, emails or messenger apps and always copy in the parent/carer or the designated member of the church pastoral team to all communications with children. If this is not your practice, make sure that you have a set of behaviours that you expect your team to abide by such as not communicating at night and always having a specific purpose for texting.
- Make sure digital communications are only in relation to specific church related activities e.g. changes in travel arrangements, resources, event times or venue changes.
- Think about the platforms that you are using and the legal age that a child will need to be to use it. Never encourage a child to use a platform illegally.
- Do keep a register of the activities and the leaders that are present.
- Do monitor chat logs where possible.
- Apply the same principles outlined in this safeguarding policy.
- Ensure that leader to child / young person ratios for physical meetings are maintained.

DON'T:

- Use digital communications for personal conversation, sending pictures, jokes or other items of a personal nature.
- Respond to digital communications from children other than those related to church matters.
- Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.

Unless a child or young person is a direct relation, you should not:

- Accept as a friend, young people under the age of 18 on social networking sites of which they are members.
- Share their own personal social networking sites with children or young people involved in youth; people known to you outside the church context on social networking sites.
- Use the internet or web-based communications to send personal messages to a child or young person.
- Engage in any personal communications, 'banter' or comments.

Website and Social Media

Coventry Vineyard ensures that:

- Only appointed and appropriate adult(s) monitor the content of the website, who have undertaken Safeguarding training to carry out this role.
- We communicate to all members of Coventry Vineyard who is responsible for monitoring the content of the website and social networking areas and how to contact them.
- Ensure that there is a clear link to Coventry Vineyards safeguarding policy and contacts on the website.
- We have considered the benefits of hosting, message boards, forums or blogs, will could bring the potential risks to the church.
- password protected and only allow comments to be posted by individuals known and permitted access by the church.
- Regularly monitor the content of the above and it may be useful to have a guide to acceptable behaviour online.
- Ensure privacy settings are locked so that that the page(s) are used explicitly for the church and not as a place to meet, share personal details or have private conversations.
- Have specific guidelines for different social media platforms i.e. On facebook, or snapchat don't let your team be friends with young people. You may however decide that on Instagram your team shouldn't 'follow' young people but if a team member has an account that is public where anyone can see it then they can let young people follow them.

DON'T:

- Host children's or young people's details where they can be seen or used by others to contact them. This includes the mobile phone and email of youth leaders under the age of 18. Any details hosted should only be done with written parental/carer consent.
- Host or post pictures of individuals without the express permission of parents/carers.
- Post detail of individuals which may lead them to be identified e.g. school/class/year, profiles detailing personal information e.g. favourite foods, movies, teams etc.
- Post or host items which may be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offence or harm to another or might incite such behaviour in others.

Video Calling

We all want to ensure that we do not lose the connections we have made with the young people and children and we want to help them to join to support each other. Video calling is a great form of communication however it can come with many safeguarding risks. Please consider the following:

- Risk Assessment: as with any activity in church with children or young people, video conferencing should be properly risk assessed. Risks should be identified as should ways to manage those risks.

- Approval: video conferencing should be approved by the Senior Pastor who oversees the Youth and Children's ministry along with your Safeguarding Coordinator, who should see the risk assessments as described above and ensure these risks have been identified and are being managed appropriately.
- Observe the Coventry Safeguarding Policy). As with all other work with children and young people, we should ensure that the behaviour of those representing the church meets these standards during online communication and video calling. Also translate this into what is expected from the young people when participating in online groups or interactions, for example, respectful modes of behaviour and speech, appropriate physical presentation such as clothing, venue, environment, and times.
- Best practice would be to include two approved workers on a call with an individual young person. If you're planning to record the call, make sure you have parental consent for this in writing and are able to store the recording securely (password protected). We strongly recommend reserving video calling for group chats rather than making one-to-one video calls.
- Children should not join the meeting until the necessary number of male and female leaders are present and active (the waiting room function is great for this), children should leave before the adults and particular care should be taken as an absent leader (e.g. visiting the bathroom during the group) may not be as obvious as in the physical space. Being 'logged in' is not the same as being present!
- Use an organisational account, rather than a personal account for all calls if this is possible. However, be aware that if you do use your personal account ensure that young people understand that you will not be able to accept private calls with them. Recordings of group calls should not be made unless there is a compelling reason to do so.
- Make sure that names and personal details of young people are never shared publicly, e.g. through a live chat function. The screen name of the individual may be shared by using the different platforms ensure that extra information is kept private. If you are making your video available publicly, do not share any specific information about young people in what you say.
Use an account which is accessible to several members of the team in case private messages are received. Online broadcasts should not be recorded or stored.
- The best practice is to use parents' emails addresses to invite a young person to a video call during church youth work.

Finally

Assess each activity that has been moved online and the risks involved. Keep records. Processes and decisions should be documented and clear – if you need to make a temporary or permanent change to your procedures you will need to fully document that change with risk assessment.

Ensure you update your safeguarding document with the new practices that are needed for your online activities.
Where you need to change normal practice, aim for minimum change possible

Appendix 11

Organisation details

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 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

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

Current post holders

Children's Pastor: Zia Lee

Youth Pastor: Serena McCarthy

Safeguarding Co-ordinator Children: Lara Mills

Safeguarding Co-ordinator Adults: Ngamanya Nyirenda

Deputy Safeguarding Co-ordinator: Abigail Curran