

Safeguarding Policy



Reviewed & approved by: Board of Trustees
Date of Last Review: January 2021
Next Review Due: January 2022

Contents

Preface	How to report concerns
Section 1	Organisation details 1.1 Locations 1.2 Registration & Affiliation 1.3 Activities Overview 1.4 Safeguarding Commitment
Section 2	Recognising signs of abuse <i>Thirtyone:eight 'Safe and Secure' – Standards 2 and 7</i> 2.1 Understanding Abuse & Neglect 2.2 Definition of Children & Vulnerable Adults 2.3a Types of Abuse (children) 2.3b Types of Abuse (vulnerable adults) 2.4 Further Types of Abuse 2.5a Signs & Symptoms of Abuse (children) 2.5b Signs & Symptoms of Abuse (vulnerable adults)
Section 3	Responding to allegations or suspicion of abuse 3.1 First response: Effective Listening 3.2 Recording the Allegation or Incident 3.3a Detailed Procedures (child) 3.3b Detailed Procedures (adult)
Section 4	Prevention <i>Thirtyone:eight 'Safe and Secure' – Standards 3 and 4</i> 4.1 Safer Recruitment 4.2 Management - codes of conduct 4.3 Training 4.4a Recommended adult-to-child ratios (working with children) 4.4b Toilet ratios (working with children)
Section 5	Pastoral Care <i>Safe and Secure – Standards 8 and 9</i>
Section 6	Practice Guidelines <i>Safe and Secure – Standards 5, 6 and 10</i>
Appendix 1	Leadership safeguarding statement
Appendix 2	Code of Conducts and Guidelines
Appendix 3	Guidelines for those Posing a Risk

How to report concerns

What if you have concerns for a child or a vulnerable adult?

If you find yourself with concerns for a child or vulnerable adult, please contact the relevant Safeguarding Co-ordinator or Deputy immediately. They can advise you on what to do, and/or take the next steps:

Safeguarding Coordinator: **Interim Lucy Gibson - 07974 430349**

Deputy Safeguarding Officer: **Interim Steve Bateman - 07946448301**

Safeguarding Trustee: **Gillian Lazonby - 07583818070**

If your concerns relate to either Lucy Gibson or Steve Bateman, please contact Thirtyone:Eight directly for advice: 0845 120 4550.

Section 1

Organisation Details

1.1 Locations

Name of Place of Worship/Organisation: **Vineyard 61 Church**
Office Address: 10 Station Parade, Balham High Rd, London, SW12 9AZ

Secondary sites:

- Re:store Balham, Larch Cl, London SW12 9SU
- Balham Site: 53 Rowfant Road, Balham, London SW17 7AP
- Battersea Site: York Gardens Library (rented on Sundays only)

Telephone No. **0745 577 8637**

Email Address: **hello@vineyard61.org**

1.2 Registration & Affiliations

Membership of Denomination/Organisation: **Affiliated to Vineyard Churches UK & Ireland and a member of the Evangelical Alliance**

Charity Number: **1162655**

Regulators details (if any): **Charity Commission**

1.3 Activities Overview

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults :-

Vineyard 61 Church was established in Balham in 2015. A new site was launched in Battersea in January 2019. Our vision is to open further sites across London in the coming years.

Vineyard 61 Church does a wide range of activities with children and vulnerable adults, such as:

1. Sunday Services at Balham and Battersea which are open to all members of the public but with specific groups for children and youth and a room for parents and babies;
2. Running an English Language School for adults whose first language is not English;
3. Running a Job Club seeking to assist the vulnerable in the community with finding employment;
4. Offering Healing on the Streets to anyone who responds to the offer for prayer;

SAFEGUARDING POLICIES

5. Youth events - for example socials, weekend away and attending national youth events, football projects on local estates, youth mentoring via zoom;
6. Regular community groups including sports groups, bible study groups and prayer groups are advertised through the Church but are open to any adults to join in;
7. On a Sunday at our main service we operate a ministry Bags of Blessings which collects items needed for homeless people and encourages members of the Church to offer them to homeless people during the week.
8. In addition to the above activities, we are sometimes contacted by agencies looking for help with people in the local communities needing furniture, clothing, homes that need decorating, or some other sort of practical help and we will work with them to provide such help where we are able.
9. As a result of the Covid-19 pandemic, the Church has live streamed its Sunday services and services for children and young people on its public Facebook page and its public Youtube page. Members of the public can watch the service and interact via the comment functions.
10. Church staff are in contact with regular members of the church, subject to their consent, via email, phone, text messages and through social media to provide information, updates and pastoral support.
11. See [link](#) for Youth Online Safety Policy for all online connections with youth

1.4 Safeguarding Commitment

Vineyard 61 Church is committed to providing a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults are at higher risk of physical, sexual and emotional abuse, and neglect.

We accept the United Nations (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 UN 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."*

The trustees as a Leadership 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 (charity number: 1004490) a charity established to support safeguarding work in churches.

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 volunteers will regularly review the operational guidelines attached;
- ensure that any premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive;
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults; and
- file a copy of the policy and practice guidelines with Thirtyone:eight.

Section 2

Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 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. *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 which states:

SAFEGUARDING POLICIES

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, are included here in our policy.

2.2 Definition of Children and Vulnerable Adults

Children

Anyone under the age of 18.

Vulnerable Adults

For the purpose of this policy, we will use the definition for an adult to which local authority safeguarding duties apply in the Care Act 2014: a person who is over 18 years old and:

- has need for care and support (whether or not the local authority is meeting any of these needs); and
- as a result of those care and support needs is unable to protect themselves from the risk of, or the experience of abuse or neglect.

If such a person is experiencing, or at risk of, abuse or neglect (as defined below) then the local authority has a duty to investigate.

2.3a Types of Abuse (children)

Children

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

SAFEGUARDING POLICIES

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers) or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.3b Types of Abuse (Vulnerable Adults)

SAFEGUARDING POLICIES

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a person in a vulnerable position is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The following definitions are from ThirtyOne:Eight guidance and the statutory guidance for the Care Act 2014:

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty. This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. This includes theft, fraud, internet scanning, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Modern Slavery

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

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult needs for important activities of daily living, including the failure to intervene in behaviour which is

dangerous to the adult or to others. A person may be suffering from neglect when their general well being or development is impaired. This includes ignoring medical, emotional or physical needs, failure to provide access to appropriate health, care and support or educational services and the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory Abuse

This is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional or Organisational Abuse

This is the mistreatment or abuse of an adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice. It 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 the organisation.

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.

2.4 Further Types of Abuse (Children and Adults)

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child, e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. The Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

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.

Domestic Violence

The cross-government definition of domestic violence is: 'any incident or patterns of incidents of controlling, coercive, threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between those aged 16 or over, who are or have been intimate partners or family members, regardless of gender and sexuality.' The abuse can encompass, but is not limited, the psychological, sexual, financial or emotional.

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 – 6.11)

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered. (Working Together to Safeguard Children 2018, p22)

Child Sexual Exploitation

Working Together to Safeguard Children' (2018, p103) states:

SAFEGUARDING POLICIES

Child sexual exploitation is a form of child sexual abuse. It occurs when a individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child criminal exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation (FGM) and other honour-based violence

The World Health Organization defines FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) states:

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on newborn infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK.

2.5a Signs and Symptoms of abuse (children)

Children and Young People

The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fear, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders -anorexia, bulimia.*

Emotional

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

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food.
- Untreated illness
- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

2.5b Signs and Symptoms of abuse (Vulnerable Adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually implicit/explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infection or sexually transmitted diseases

SAFEGUARDING POLICIES

- Full or partial disclosure or hints of sexual abuse.
- Self harming.

Psychological

- Alteration in psychological state e.g withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of the carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.

Financial or Material

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes to deeds or title to property.

Neglect or Omission

- Malnutrition, weight loss and/or persistent hunger.
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores.
- Being left in wet clothing or bedding and/or clothing in a poor condition.
- Failure to access appropriate health, educational services or social care.
- No callers or visitors.

Discriminatory

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance of care.

Institutional

SAFEGUARDING POLICIES

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc.
- Inadequate medical care and misuse of medication.
- Inappropriate use of restraint.
- Sensory deprivation eg denial of use of spectacles or hearing aids.
- Missing documents and/or absence of individual care plans.
- Public discussion of private matters.
- Lack of opportunity for social, educational or recreational activity.

Section 3

Responding to allegations or suspicion of abuse

3.1 First response

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

How to respond to a child wishing to disclose abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting or asking probing questions
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses:

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

As soon as you can after the disclosure, write down verbatim what was said (if you can remember) the time, date, location of the disclosure and who was in the room. These notes should be held securely.

DON'T SAY:

- Why? How? When? Who? Where? (SO IMPORTANT!! People have good intentions and want to gather more information, but by asking direct closed questions, it can null and void a police investigation)
- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- I am shocked, don't tell anyone else

3.2 Reporting an allegation or disclosure of abuse

Once any allegation or disclosure has been made to any member of the church, the procedures below are to be followed immediately (without delay):

- The person in receipt of allegations or suspicions of abuse in relations to a child or vulnerable adult should report concerns as soon as possible to the Safeguarding Coordinator - **Lucy Gibson** - who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse in relation to a child or vulnerable adult, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the Deputy Safeguarding Co-ordinator - **Steve Bateman**.
- If the suspicions implicate both the Child Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to the Safeguarding Trustee, **Gillian Lazonby** or the Churches' Child Protection Advisory Service (Thirtyone:eight) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Alternatively contact Wandsworth Children's Social Services, or the MET police by dialing 101. If a child or adult is in immediate danger or threat of significant harm, please call 999.
- Where required, the relevant Safeguarding Co-ordinator should then immediately inform the Trustees, the insurance company and strategic personnel within VCUKI.
- Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an Adult in need of protection, contact Adult Social Services or take advice from ThirtyOne:Eight as above.
- 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 relevant Safeguarding Coordinators, the absence of the relevant Safeguarding Coordinators or Deputies should not delay referral to Social Services, the Police or taking advice from ThirtyOne:Eight.
- The Leadership will support the relevant Safeguarding Coordinators/Deputies 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.
- The Trustees will consider whether a serious incident report should be made to the Charity Commission in line with the safeguarding guidance for charities.

SAFEGUARDING POLICIES

- 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 the members of the place of worship/organisation will use this procedure. If however, the individual with the concern feels that the relevant Safeguarding Coordinators or Deputies have not responded appropriately, or where they have a disagreement with the Safeguarding Coordinators as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.
- Do not talk to anyone else about the allegations as while complete confidentiality cannot be maintained, the information should be kept to those on a need to know basis.

The role of the Safeguarding Coordinators/Deputies is to collate and clarify the precise details of the allegation or suspicion and pass this information onto statutory agencies who have a legal duty to investigate. Where an allegation relates to a staff member of Vineyard 61, appropriate action including suspension under the disciplinary procedures will be considered.

3.3a Detailed procedures (where there is a concern about a child)

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

SAFEGUARDING POLICIES

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the relevant Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer at the most appropriate council.

3.3b Detailed procedures (where there is a concern about an adult)

The following procedure will be followed where there is a concern that an Adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

Section 4

Prevention

4.1 Safer Recruitment

The Leadership will ensure all workers with children, young people or adults 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 shortlisted have been interviewed by a staff member or leader of the relevant ministry, as appropriate, by phone or face-to-face, again as appropriate
- Safeguarding has been discussed at interview
- Written or verbal (and written up) references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- If those applying are from outside of the UK then we will seek to undertake the necessary background checks for example obtaining or requiring from those individuals 'fit person' checks from their home country
- 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.

4.2 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, young people and adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

We have the following guidance documents that have been provided (See Appendix 3):

Guidelines for working with children

Guidelines for working with youth & online youth safety policy

Code of conducts towards adults

Guidelines on relationship building and boundaries

4.3 Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Specifically, those receiving regular (every 2 years, minimum) training will be:

- All leadership & administrative staff
- All members of children's teams (voluntary or paid)
- All members of youth teams (voluntary or paid)
- All volunteers working with vulnerable adults

An example of the training provided (by Thirtyone:eight, formerly CCPAS) is listed below:

Position	Training	Frequency of ongoing training
Leadership Staff	Facing the Unthinkable Course, by CCPAS (in DVD, online or seminar) or up-to-date alternative.	Annual
Administration Staff	Facing the Unthinkable Course, by CCPAS (in DVD, online or seminar) or up-to-date alternative.	Every two years.
Trustees	Facing the Unthinkable Course, by CCPAS (in DVD, online or seminar) or up-to-date alternative.	Every two years.
Leaders of children and young people's ministries	Facing the Unthinkable Course, by CCPAS (in DVD, online or seminar) or up-to-date alternative.	Every two years.
Team member of children and young people's ministries	Facing the Unthinkable Course, by CCPAS (in DVD, online or seminar) or up-to-date alternative.	Every two years.

4.4a Recommended adult-to-child ratios (working with children)

We will always have at least two adults present when working with or supervising children and young people. We should follow adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

At least two adults must always be present, even with smaller groups. If young people are helping to supervise younger children, only people aged 18 or over can be included as adults when calculating adult to child ratios.

4.4b Toilet ratios (working with children)

Parents/carers should be encouraged to ensure their children have been to the toilet before bringing them to the group. If a child needs the toilet our guidelines are for the parent/carer to come and collect the child. If this cannot happen then we follow strict DBS guidelines - two DBS checked adults accompany all trips to the toilet. In situations where a child needs help, the cubicle door must be left open. Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

Section 5

Pastoral Care

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 church.

Depending on the severity of a situation there are different levels of pastoral care required for different cases. It is also important to realise that every person is different and we must treat each situation that arises on an individual basis.

Our pastoral care is provided through our life group (home/small group) leaders, and where deemed necessary, leadership staff. The next level up from this sort of care would be to seek care from a professional (for example, recommending that they discuss with a doctor or we recommend counsellors).

As a general rule, where necessary the following pastoral care will also be provided:

- Refer individual for relevant Prayer Ministry/Counselling where necessary
- Consider practical support. Consideration should also be given to the long-term implications if a parent is asked to leave the family home whilst a child protection investigation is underway, or who is serving a prison sentence.
- Particular difficulties can arise if the person alleging abuse and the person against whom the allegation is being made belong to the same organisation. In these circumstances it is imperative that the Leadership clearly identify different people to support both of the parties and not to make a judgement or pre-empt whatever inquiry has been initiated by the statutory authorities.
- Recognising the ongoing effects of abuse and to minister and support accordingly to help the recovery. Physical injuries coupled with sexual and emotional abuse and neglect may not leave visible scars, but the psychological effects can continue into adulthood. People with low self-esteem and unresolved issues such as childhood abuse may begin self-harming as a way of expressing their pain or deep-seated anger. They often find short-term relief by cutting, burning, vomiting or purging (eating disorders), drinking heavily, misusing drugs, solvent abuse and other potentially harmful behaviours.

Working with offenders

When someone attending the place of worship/organisation is known to have abused children, or is known to be a risk to adults, the Leadership will supervise the individual concerned and offer pastoral care. But, in the church's safeguarding commitment to the protection of children and adults, strong, carefully considered boundaries will be outlined clearly, in the knowledge of that person, which they will be expected to keep. These are further outlined in Appendix 4.

Section 6

Practice & Guidelines

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

As well as a general code of conduct for workers, we also have specific good practice guidelines. We are also developing a number of consent forms and logs for accountability, follow up, and to ensure best practice.

Some of these good practice guidelines for our activities are as follows:

- **Duty of Care.** Duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role. Workers will complete a general application form and be subject to DBS checks.
- **Positions of Trust** - All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately and ensure boundaries are exercised.
- **Data Protection, Human Rights and Safeguarding** – All personal data is confidential. Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. Children, young people and vulnerable adults have the right to be protected from harm and therefore information relating to concerns that a child, or any other vulnerable person, is at risk of significant harm should not be withheld on the basis that it might be unlawful.
- **Anti-bullying Policy and Practice (Children & Young People)** - If it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it.
- **Information Communications Technology (ICT) and E-Safety** - E-safety stands for electronic safety, it is not just about keeping safe on the internet but also keeping safe on all electronic devices such as mobile phones,

games consoles, use of e - mails, social networking and other information communications technologies (ICT). Any inappropriate content is to be reported. (see ThinkUKnow.co.uk for more information). Please see [link](#) for Youth Online Safety Policy.

- Peer - group Activities (children and young people) - All peer-group activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation.
- Risk Assessments - Taking care of children, young people and vulnerable adults always involves taking responsibility for their well-being, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

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 regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding (that must be signed by both parties before a partnership can begin). 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 adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The steps we are taking to promote safeguarding includes:

- Displaying the Thirtyone:eight helpline number at all our places of worship
- Discussing our policy with our leadership team and all leaders of small groups
- Ongoing safeguarding training for all our staff, leaders and volunteers, as relevant.

Signed by XXXXXXXXXX (add job title etc)

Date

Appendix 1 - Leadership Safeguarding Statement

Steve and Viv Bateman, the Senior Leaders (The Leadership) recognise the importance of Vineyard 61's ministry /work with children and young people and adults (being those over 18 years old, who have need for care and support whether or not the local authority is meeting any of these needs) and as a result of those care and support needs are unable to protect themselves from with the risk of, or the experience of abuse or neglect) in need of protection and the church's responsibility to protect everyone entrusted to its care.

The following statement was agreed by the Trustees and Leadership on [insert date]

This church is committed to the safeguarding of children and adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and adults (being those over 18 years old, who have need for care and support whether or not the local authority is meeting any of these needs and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding coordinator/s in their work and in any action they may need to take in order to protect children/ adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

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

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding coordinators for this place of worship/organisation.

Safeguarding Coordinator
Deputy Safeguarding Coordinator
Trustee Safeguarding Contact

Lucy Gibson (interim)
Steve Bateman
Gillian Lazonby

This policy was agreed and signed off by the Trustees in February 2021



Signed by Lucy Gibson
HR and Finance Manager

1 February 2021

Appendix 2

Guidelines for working with children

Guidelines for working with youth

Code of conduct towards adults

Guidelines on relationship building and boundaries

GUIDELINES FOR THOSE WORKING WITH CHILDREN AT VINEYARD 61 CHURCH

PROVIDE A SAFE AND CREATIVE ENVIRONMENT FOR CHILDREN AND YOUTH TO ENCOUNTER JESUS FOR THEMSELVES, TO LEARN ABOUT THE BIBLE, TO PRAY FOR ONE ANOTHER, AND TO DEVELOP GOOD FRIENDSHIPS.

At Vineyard 61 we want to be exercising best practice at all times to safeguard the welfare of both the children **AND** the team. Having a well thought-through policy is essential. Doing so succinctly conveys that we value the children in our care and seek their protection, safety and well-being at all times. Therefore, please be mindful of the following principles:

1. Please ensure you know exactly what your area of responsibility is. Please ask your Team Leader any questions you may have about the practicalities of your role and your specific role during each session.
2. Create a fun and friendly atmosphere for children so they can experience God, have a fun time and feel safe. As much as possible try to be enthusiastic, friendly to all children as you are their role models.
3. Be aware that children who come along will be from a variety of backgrounds, needs and situations. Treat children with respect – being aware of their individual way of learning. Hold back on your judgements, but let your Team Leader or **Lucy Gibson** know any concerns you have about any particular child/children.
4. Follow guidelines on responding to the possibility of abuse. Please read the Safeguarding Policy for more information about this.

Ratios of adults to children are printed on the top of the Sign-In Sheet for each area. These are guidelines only. However, they are intended to make rooms safe and manageable for the team.

Registration Desk Signing-In procedure

- (1) Remind parent/carer to take their child to the toilet before signing in.
- (2) Always check with the parent/carer if their child has any allergies etc. The parent/carer needs to complete the section in the Sign-In Sheet. Remind the parent/carer to let the Team Leader for their child's group know of any allergies, etc. If there aren't any, the parent/carer writes "NONE".
- (1) The parent/carer must sign their child in. The parent/carer is to be given a number ticket and the same number must be written on the Sign-In sheet against their child's name. The number should also be written on the child's name sticker. Put the sticker on the child's back to avoid it being removed.
- (2) If the child's name is NOT on the Sign-In sheet, the parent/carer must fully complete the orange Registration Form. Once complete, add the child's name to the Sign-In Sheet and sign in as usual.
- (3) All new orange Registration Forms are to be put in the plastic folder in the Sunday box/bag.
- (4) At the end of registration, the Sign-In Sheet is to be given to the Team Leader for that group.

Team Members should be **vigilant** about who should be in your group at any given time and check the Sign-In Sheets and/or do a headcount throughout the morning. Be especially tight with getting latecomers welcomed and signed in.

If you need to contact a parent to change nappies, talk about an allergy, if a child becomes too upset, or for any other reason, let the Team Leader* know. They will text the OHP operator who will put a message up on the screen in the main hall to let the parent/carer know. **Nappies:** Team members do not change nappies.

You should never be the only adult with one child or young person. Speak to your Team Leader about administering this during your session. **NEVER** take a child to the toilet on your own. It is unwise and unhelpful to put yourself or a child in that position. There should always be two adults with children in a toilet situation at all times. Under 18's cannot be counted as adults.

Name Stickers: please wear yours if you are on duty as it is helpful for Team Members, parents and children to identify which adults are on duty.

Do **challenge** adults who enter into the children's area if they are unknown regardless of who they say they are. If they are known, they should always have their child's sticker/wristband/collection card with them.

Signing Out Procedure

(1) When a parent/carer comes to collect their child, the number on their label/wristband must match the number on the label/wristband for the child. Do not hand over children if the number does not correspond.

At the end of the session, all items are to be cleared away and packed in their appropriate Sunday bag/box.

All Team Members must debrief as a team. Write down on the Feedback Form any incidents, feedback, items that need ordering, suggestions for improving the Kids Church, etc. The Sign-In Sheet and Feedback sheet is to be put back in the Sunday bag/box and given to the House Manager for the day.

Any issues or concerns you have about specific children or team members report directly to your Team Leader. If you have any concerns about your Team Leader, these need to be reported to **Lucy Gibson** or **Steve Bateman**.

GUIDELINES FOR THOSE WORKING WITH YOUTH AT VINEYARD 61 CHURCH

PROVIDE A SAFE AND CREATIVE ENVIRONMENT FOR CHILDREN AND YOUTH TO ENCOUNTER JESUS FOR THEMSELVES, TO LEARN ABOUT THE BIBLE, TO PRAY FOR ONE ANOTHER, AND TO DEVELOP GOOD FRIENDSHIPS.

At Vineyard 61 we want to be exercising best practice at all times to safeguard the welfare of both the youth **AND** the team. Having a well thought-through policy is essential. Doing so succinctly conveys that we value the youth in our care and seek their protection, safety and well-being at all times. Therefore, please be mindful of the following principles:

5. Please ensure you know exactly what your area of responsibility is. Please ask your Team Leader any questions you may have about the practicalities of your role and your specific role during each session.
6. Create a fun and friendly atmosphere for young people so they can experience God, have a fun time and feel safe. As much as possible try to be enthusiastic, friendly to all young people as you are their role models.
7. Be aware that young people who come along will be from a variety of backgrounds, needs and situations. Treat the young people with respect – being aware of their individual way of learning. Hold back on your judgements, but let your Team Leader or Youth Pastor know any concerns you have about any particular young person.
8. Follow guidelines on responding to the possibility of abuse. Please read the Safeguarding Policy for more information about this.
9. Please see [link](#) to our Youth Online Safety Policy

Ratios of adults to youth are printed on the top of the Attendance Sheet. These are guidelines only. However, they are intended to make rooms safe and manageable for the team.

If the Youth's name is NOT on the Attendance Sheet, give them a Registration Form for their parent/carer to complete at home **AND** collect the mobile number and email address of the parent/carer so we can contact them. This also acts as an emergency contact point during that session.

All new completed Registration Forms are to be put in the plastic folder in the Sunday box.

Team Members should be vigilant about who should be in your group at any given time and check the Attendance Sheets and/or do a headcount throughout the morning.

You should never be the only adult with a young person. Speak to your Team Leader about administering this during your session. Under 18's cannot be counted as adults.

Please see separate guidelines for youth workers regarding young people and the use of social networking sites.

Do **challenge** adults who enter into the youth's area if they are unknown regardless of who they say they are.

At the end of the session, all items are to be cleared away and packed in their appropriate Sunday box.

All Team members must debrief as a team. Write down on the feedback form any incidents, feedback, items that need ordering, suggestions for improving Youth, etc. The attendance form and feedback sheet is to be put back in the Sunday box and given to the Children's Coordinator or House Manager.

Any issues or concerns you have about specific youth or team members report directly to your Team Leader. If you have any concerns about your Team Leader, these need to be reported to the Children's Coordinator or House Manager.

Vineyard 61 Church Safeguarding Guidelines for Children

At Vineyard Kids we want to put children first. In doing so we are committed to the safeguarding of our children and ensuring their wellbeing. Our responsibility as leaders and team members is to partner with each other as we seek to protect all those entrusted to our care. Please therefore be mindful of the following principles and guidelines:

1	Dignity and Respect	Ensure that all children are treated with dignity and respect in attitude, language and actions
2	Check-in/Check Out	Check-in/check out procedures are to be kept to. It is important that there is a clear point at which the children are in the care of the Vineyard Kids team. It is also important that the children are only released to go with their parent/carer or other authorised adult
3	Two team members at all times	There should always be TWO team members in each room or with children. If any team members are left with children on their own they should summon help from other team members or their team leader.
4	Keep to ratios	Ratios of adults to children are to be kept to. They are intended to make rooms safe and manageable for the team. If a parent stays with their child or children, the child/children do not need to be included in the ratio. 1:3 (up to 2 years old) 1:4 (2 years old) 1:8 (3 to 11 years old) Team members need to contact team leaders if ratios are passed or become unsafe or unworkable.
5	Parents and carers	Parents and carers who are not serving on the Vineyard Kids team that week shall be able to stay with children if the children are needing to be settled. However other adults should not be allowed free access.
6	Wear your lanyard	Please wear your lanyard if you are on duty - so you are always identifiable.
7	Toilets	NEVER take a child to the toilet on your own. It is unwise and unhelpful to put yourself or a child in that position. Parents/carers should be encouraged to ensure their children have been to the toilet before bringing them to the group. If a child needs the toilet our guidelines are for the parent/carer to come and collect the child. If this cannot happen then we follow strict DBS guidelines - two DBS checked adults accompany all trips to the toilet. In situations where a child needs help, the cubicle door must be left open. Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

		<p>No adults that are not on team (including parents) should accompany other children to the toilet. Parents that are settling their children should be asked to take their own child to the toilet themselves.</p> <p>Under 18s cannot be counted as adults (e.g Youth)</p> <p>Any help given to the young children to go to the toilet should be done in the presence of two people, always avoid doing things for the child if they are able to do it alone or for themselves. If they are able to help, encourage them to do so. If the person is dependent on you for help, talk to them about what you are doing and offer choices where this is possible.</p>
8	Nappies	Team members do not change nappies. The team leader will be able to fetch the parents.
9	First Aid	First aid should only be administered by our designated first aiders. Your team leader will know who the designated first aider is for your session.
10	No Photos	Do not take photographs of children in Vineyard Kids unless specifically asked to. Do not upload any photos onto any social media or website of the young person without specific permission from parents and V61 Vineyard.
11	Behaviour and Discipline	Please only operate within our disciplinary procedures. It is important that we treat all children equally.
12	Taking care of touching.	<p>Keep everything public. A hug in the context of a group is very different from a hug behind closed doors, and even in public it is discouraged.</p> <p>Touch should be related to the child's needs, not the team member's</p> <p>Touch should be age-appropriate and generally initiated by the child rather than the team member.</p> <p>Avoid any physical activity that may be sexually stimulating.</p> <p>All children are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.</p> <p>When giving first aid (or applying sun cream etc), encourage the child to do what they can themselves but, in their best interests giving appropriate help where necessary. First Aid should only be administered by a designated first aider.</p> <p>Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.</p>

13	Effective Listening	<p>If you believe a child needs to talk about a potential abuse situation, ensure the physical environment is welcoming, giving opportunity for the child to talk in private but making sure others are aware that conversation is taking place.</p> <ul style="list-style-type: none"> • It is especially important to allow time and space for the person to talk. • Above everything else listen without interrupting. • Be attentive and look at them whilst they are speaking. • Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. • Try to remain calm even if on the inside you are feeling something different. • Be honest and don't make promises you can't keep regarding confidentiality • If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen. • Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc. <p>Helpful Responses :</p> <ul style="list-style-type: none"> • You have done the right thing in telling me. • I am glad you have told me. • I will try to help you. <p>Don't say:</p> <ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it! • Are you sure this is true? • Why? How? When? Who? Where? • I am shocked, don't tell anyone else
14	Specific Guidance	<p>Please adhere to all further and specific guidance issued by V61 regarding conduct with children, for example guidelines for relationship building and boundaries, overnight stays or travel in private cars.</p>

Any concerns about incidents, specific children or team members should be reported directly to your team leader who will report to Lucy Gibson or Steve Bateman.

Issues concerning conduct of your team leader should be reported directly to Lucy Gibson or Steve Bateman.

Issues concerning conduct of Lucy Gibson or Steve Bateman should be reported to ThirtyOne:Eight PO BOX 133, Swanley Kent, BR8 7UQ, Telephone - 0845 120 4550 or the local Children Social Services.

Lucy Gibson is Vineyard 61's Child Safeguarding Coordinator and Steve Bateman is Vineyard 61's Deputy Child Safeguarding Coordinator.

Any breach of this code of conduct and safeguarding guidelines towards young people will be taken seriously and the appropriate measures will be taken.

Vineyard 61 Church Safeguarding Guidelines for Young People

At Vineyard 61 we want to put young people (those 11 - 18 years old) first. In doing so we are committed to the safeguarding of our young people and ensuring their wellbeing. Our responsibility as leaders and team members is to partner with each other as we seek to protect all those entrusted to our care. Please therefore be mindful of the following principles and guidelines:

1	Dignity and Respect	Ensure that all young people are treated with dignity and respect in attitude, language and actions
2	Attendance Register	It is important that a record of who is in attendance at each youth event, both team members and leaders, young people and any other adults.
3	Two team members at all times	There should always be TWO team members with a young person or young people at all times. If any team members are left with young people on their own they should summon help from other team members or their team leader.
4	Contact	See Youth Online Safety Policy
5	Parents and carers	Parents and carers who are not serving on the Vineyard Youth team that week shall be able to stay with a young person if the young person is needing to be settled. However other adults should not be allowed free access.
6	First Aid	First aid should only be administered by our designated first aiders. Your team leader will know who the designated first aider is for your session.
7	Toilets	NEVER accompany a young person to the toilet, unless there is a specific disability that the Youth team leader is aware of and has discussed with you. In such a case any help given to the young person to go to the toilet should be done in the presence of two people, always avoid doing things for the young person if they are able to do it alone or for themselves. If they are able to help, encourage them to do so. If the person is dependent on you for help, talk to them about what you are doing and offer choices where this is possible.
8	No Photos	Do not take photographs of young people unless specifically asked to. Do not upload any photos onto any social media or website of the young people without specific permission from parents and V61 Vineyard.

9	Behaviour and Discipline	<p>Please only operate within our disciplinary procedures. It is important that we treat all children equally.</p> <p>If there is significant bad behaviour within the group even if caused by a few we will use the 1/2/3 warning system for the whole group. The group will lose a privilege if they get to 3.</p> <p>You may lay down ground rules for a session e.g. no swearing, racism or calling each other names, respect property, and make sure everyone understands what action will be taken if not adhered to.</p> <p>If there is significant bad behaviour from an individual NEVER smack or hit anyone and don't shout. Change voice tone if necessary. Call on support from other team members if you feel so angry you may deal with the situation unwisely.</p> <p>We operate a 1/2/3 warning system for individuals. On three the young person can either be asked to sit outside the room (under supervision) or you can fetch their parents/carers to identify another consequence.</p> <p>If a young person becomes angry, upset or disruptive, it is our best practice not to use physical restraint unless that child is to harm themselves, someone else or property. In that instance, they can be escorted away from the area where the disruption is occurring and asked to stop. If that request is ignored, you can ask other team members to fetch their parent/carer.</p> <p>If physical restraint has been necessary, the team members involved should always record what happened in writing as soon as possible after the incident. We have an incident form for this. This should include:</p> <ul style="list-style-type: none"> • What activity was taking place. • What might have caused the disruptive behaviour • The person's behaviour • What was said and how the team member and others responded • A list of others present who witnessed the incident <p>In all instances parents/carers should be informed if their young person has been restrained.</p>
---	--------------------------	---

10	Taking care of touching.	<p>Keep everything public. A hug in the context of a group is very different from a hug behind closed doors, and even in public it is discouraged.</p> <p>Touch should be related to the young person needs, not the team member's</p> <p>Touch should be age-appropriate and generally initiated by the young person rather than the team member.</p> <p>Avoid any physical activity that may be sexually stimulating.</p> <p>All young people are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.</p> <p>When giving first aid encourage the young person to do what they can themselves but, in their best interests, give appropriate help where necessary.</p> <p>Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.</p>
11	Effective Listening	<p>If you believe a young person needs to talk about a potential abuse situation, ensure the physical environment is welcoming, giving opportunity for the young person to talk in private but making sure others are aware that conversation is taking place.</p> <ul style="list-style-type: none"> • It is especially important to allow time and space for the person to talk. • Above everything else listen without interrupting. • Be attentive and look at them whilst they are speaking. • Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. • Try to remain calm even if on the inside you are feeling something different. • Be honest and don't make promises you can't keep regarding confidentiality • If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen. • Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc. <p>Helpful Responses:</p> <ul style="list-style-type: none"> • You have done the right thing in telling me. • I am glad you have told me. • I will try to help you. <p>Don't say:</p> <ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it!

		<ul style="list-style-type: none"> • Are you sure this is true? • Why? How? When? Who? Where? • I am shocked, don't tell anyone else
12	Specific Guidance	Please adhere to all further and specific guidance issued by Vineyard 61 regarding conduct with young people, for example guidelines for relationship building and boundaries, overnight stays or travel in private cars.

Any concerns about incidents, specific children or team members should be reported directly to your team leader who will report to Lucy Gibson or Steve Bateman.

Issues concerning conduct of your team leader should be reported directly to Lucy Gibson or Steve Bateman.

Issues concerning conduct of Lucy Gibson or Steve Bateman should be reported to ThirtyOne:Eight PO BOX 133, Swanley Kent, BR8 7UQ, Telephone - 0845 120 4550 or the local Children Social Services.

Lucy Gibson is Vineyard 61's Child Safeguarding Coordinator and Steve Bateman is Vineyard 61's Deputy Child Safeguarding Coordinator.

Any breach of this code of conduct and safeguarding guidelines towards young people will be taken seriously and the appropriate measures will be taken.

Vineyard 61 Church Safeguarding Guidelines for Vulnerable Adults

At Vineyard 61 we want to put Vulnerable Adults (being those over 18 years old, who have need for care and support, whether or not the local authority is meeting any of those needs and as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect) that attend our ministries first. In doing so we are committed to the safeguarding of adults and ensuring their wellbeing. Our responsibility as leaders and team members is to partner with each other as we seek to protect all those entrusted to our care. Please therefore be mindful of the following principles and guidelines:

1	Dignity and Respect	Ensure that all Vulnerable Adults are treated with dignity and respect in attitude, language and actions
2	Attendance Register	It is important to have a record of who is in attendance at any event, where we come across a Vulnerable Adults, both team members and leaders, Vulnerable Adults and any other people.
3	Two team members at all times	There should always be TWO team members with a Vulnerable Adult at all times. If any team members are left with an Vulnerable Adult/or Adults on their own they should summon help from other team members or their team leader.
4	Contact	All contact with Vulnerable Adults is made through Vineyard 61's office communications. It is therefore not necessary for you to be able to contact the Adults directly, other than in specific circumstances and with permission from the Compassion Manager.
5	First Aid	First aid should only be administered by our designated first aiders. Your team leader will know who the designated first aider is for your session.
6	Toilets	NEVER accompany an Vulnerable Adult to the toilet, unless there is a specific disability that your team leader is aware of and has discussed with you. In such a case any help given to the Adult to go to the toilet should be done in the presence of two people , always avoid doing things for the Vulnerable Adult if they are able to do it alone or for themselves. If they are able to help, encourage them to do so. If the person is dependent on you for help, talk to them about what you are doing and offer choices where this is possible.
7	No Photos	Do not take photographs of any Vulnerable Adults unless specifically asked to. Do not upload any photos onto any social media or website of the young people without specific permission from V61 Vineyard.

8	Behaviour and Discipline	<p>Please only operate within our disciplinary procedures. It is important that we treat all Vulnerable Adults equally.</p> <p>You may lay down ground rules for a session e.g. no swearing, racism or calling each other names, respect property, and make sure everyone understands what action will be taken if not adhered to.</p> <p>If there is significant bad behaviour from an individual NEVER smack or hit anyone and don't shout. Change voice tone if necessary. Call on support from other team members if you feel so angry you may deal with the situation unwisely.</p> <p>If an Vulnerable Adult becomes angry, upset or disruptive, it is our best practice not to use physical restraint unless that Vulnerable Adult is to harm themselves, someone else or property. In that instance, they can be escorted away from the area where the disruption is occurring and asked to stop.</p> <p>If physical restraint has been necessary, the team members involved should always record what happened in writing as soon as possible after the incident. We have an incident form for this. This should include:</p> <ul style="list-style-type: none">• What activity was taking place.• What might have caused the disruptive behaviour• The person's behaviour• What was said and how the team member and others responded• A list of others present who witnessed the incident <p>In all instances any carers should be informed if a Vulnerable Adult that they are caring for has been restrained.</p>
---	--------------------------	--

9	Taking care of touching.	<p>Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.</p> <p>Touch should be related to the Vulnerable Adult's, not the team member's</p> <p>Touch should be age-appropriate and generally initiated by the Vulnerable Adult rather than the team member.</p> <p>Avoid any physical activity that may be sexually stimulating.</p> <p>All Vulnerable Adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.</p> <p>When giving first aid encourage the Vulnerable Adult to do what they can themselves but, in their best interests giving appropriate help where necessary.</p> <p>Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.</p>
---	--------------------------	--

10	Effective Listening	<p>If you believe a Vulnerable Adult needs to talk about a potential abuse situation, ensure the physical environment is welcoming, giving opportunity for the Vulnerable Adult to talk in private but making sure others are aware that conversation is taking place.</p> <ul style="list-style-type: none"> • It is especially important to allow time and space for the person to talk. • Above everything else listen without interrupting. • Be attentive and look at them whilst they are speaking. • Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used. • Try to remain calm even if on the inside you are feeling something different. • Be honest and don't make promises you can't keep regarding confidentiality • If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen. • Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc. <p>Helpful Responses :</p> <ul style="list-style-type: none"> • You have done the right thing in telling me. • I am glad you have told me. • I will try to help you. <p>Don't say:</p> <ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it! • Are you sure this is true? • Why? How? When? Who? Where? • I am shocked, don't tell anyone else
11	Specific Guidance	<p>Please adhere to all further and specific guidance issued by Vineyard 61 regarding conduct with Vulnerable Adults, for example guidelines for relationship building and boundaries, overnight stays or travel in private cars.</p>

Any concerns about incidents, specific children or team members should be reported directly to your team leader who will report to **Lucy Gibson** or **Steve Bateman**.

Issues concerning conduct of your team leader should be reported directly to **Lucy Gibson** or **Steve Bateman**.

Issues concerning conduct of **Lucy Gibson** or **Steve Bateman** should be reported to ThirtyOne:Eight PO BOX 133, Swanley Kent, BR8 7UQ, Telephone - 0845 120 4550 or the local Children Social Services.

Lucy Gibson is Vineyard 61's Safeguarding Coordinator and **Steve Bateman** is Vineyard 61's Deputy Safeguarding Coordinator.

Any breach of this code of conduct and safeguarding guidelines towards young people will be taken seriously and the appropriate measures will be taken.

Vineyard 61 Church Safeguarding Guidelines for Relationship Building and Boundaries

At Vineyard 61 we want to put children, young people and Vulnerable Adults (being those over 18 years old, who have need for care and support, whether or not the local authority is meeting any of those needs and as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect) first. In doing so we are committed to the safeguarding of children, young people and Vulnerable Adults and ensuring their wellbeing. Our responsibility as leaders and team members is to partner with each other as we seek to protect all those entrusted to our care.

Please therefore be mindful of the following principles and guidelines:

1	Positions of trust	All adults working with children, young people and Vulnerable Adults are in positions of trust. It is therefore vital team members ensure they do not, even unwittingly, use their power and authority inappropriately.
2	Boundaries	Team members should always maintain professional boundaries and avoid behaviour which might be misinterpreted.
3	No Sexual Relationships	Any kind of sexual relationship between an adult team member and a child (under the age of 18) or a Vulnerable Adult is never acceptable and if concerns arise in this area, this should be recorded and reported to the relevant Safeguarding Coordinator
4	No abuse of a trusting relationship	The trusting relationship between a team member and child, young person or Vulnerable Adult means the team member should never: <ul style="list-style-type: none"> • Use their position to gain access to information for their own or others' advantage; • Use their position to intimidate, bully, humiliate, threaten, coerce or undermine; or • Use their status and standing to form or promote relationships that are or may become sexual

Any concerns about incidents, specific children or team members should be reported directly to your team leader who will report to **Lucy Gibson** or **Steve Bateman**.

Issues concerning conduct of your team leader should be reported directly to **Lucy Gibson** or **Steve Bateman**.

Issues concerning conduct of **Lucy Gibson** or **Steve Bateman** should be reported to ThirtyOne:Eight PO BOX 133, Swanley Kent, BR8 7UQ, Telephone - 0845 120 4550 or the local Children Social Services.

Lucy Gibson is Vineyard 61's Safeguarding Coordinator and **Steve Bateman** is Vineyard 61's Deputy Safeguarding Coordinator.

Any breach of this code of conduct and safeguarding guidelines towards young people will be taken seriously and the appropriate measures will be taken.

Vineyard 61 Church Safeguarding Managing those who pose a risk

ThirtyOne:Eight recommends that due to the addictive and/or persistent nature of abusive behaviour, if a person has committed sexual offences, they should never again work or be placed in any position of responsibility that puts them in contact with children, young people, or Vulnerable Adults. Similarly, where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

If a known or suspected offender joins the organisation a welcome will be given but there will be conditions attached to their activity and level of involvement in order to maintain the safety of the whole congregation and to assist the offender to avoid temptation.

Below is a template of an agreement for use with known or suspected offenders. This stipulates what the offender/suspected offender can do and cannot do within the organisation. In the event an agreement is needed, details can be added that reflect the particular areas of risk for that individual.

This agreement also addresses the support and guidance available to the offender/suspected offender, which can be provided by a group set up for this purpose and the Leadership will ensure a group is appointed as soon as a known or suspected offender joins the organisation. This group will draw up the agreement with the offender/suspected offender, and meet with them regularly to monitor and support.

The Group should consist of at least four individuals in addition to the offender and be appropriately briefed about the risks that are posed. Membership of the group could include (as well as the offender) the safeguarding coordinator, a Senior Leader (who cannot chair) and anyone with experience of working with offenders. Someone who is independent of the church may be invited to join the group so that there is an 'arm's length' view of policy.

If applicable, the supervising officer (where there is one for those on licence) or other police/probation officer will be invited to join the group and that they have been fully involved in the development of the agreement. They may not be able to attend all the meetings but are a vital component at the contract setting stage in particular. The chair of the group can regularly link with the named police/probation officer so that any changes in terms of the statutory rules are communicated and any breaches known

The group will work on a confidential basis and all information would only be shared on a 'need to know' basis.

Any agreement will need to be subject to regular review with any amendments being made on each occasion of the group meeting

Appendix 3

Template for those posing a risk.

CONTRACT FOR THOSE POSING A RISK

This contract is between:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

(These are examples of what may need to be taken into account in the particular circumstance of the individual and the place of worship involved)

1. BOUNDARIES

[Individuals Name] ("I", "me", "myself) agrees that:

- a. I will never allow myself to be in a situation where I am alone with children, young people or Vulnerable Adults.
- b. I will attend meetings and activities as directed by the Leadership.
- c. I will sit where directed at activities (e.g. religious meetings, social gatherings etc.) and will not place myself near children, young people and Vulnerable Adults.
- d. I will not enter certain parts of the building designated by leadership, nor any are where activities for children, young people and Vulnerable Adults are in progress.

- e. I will decline invitations of hospitality where there are children, young people or Adults in the home.
- f. I accept that {****} and {****} will sit with me during activities (e.g. religious meetings, social gatherings etc.) and accompany me when I need to use other facilities. They will know I am a sex offender.
- g. I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or Vulnerable Adults for whom they care.
- h. I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
- i. I accept that {*****} will provide me with pastoral care.
- j. I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Children Social services and/or Adult services) and any other relevant organisations, as well as members of the faith community organisations.
- k. I understand that any other concerns will be taken seriously and reported.
- l. I understand that this contract will be reviewed regularly, every ***** months and will remain for an indefinite period.

2. PASTORAL CARE

[NAME], [NAME] and [NAME] have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- a. Support you in finding suitable employment opportunities which will not bring you into contact with children or Vulnerable Adults.
- b. Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programme, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- c. Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- d. Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.

- e.** Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and Adults.
- f.** Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- g.** Support you in joining Circles of Support or any other similar programme.
- h.** Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- i.** Be there for you and will support you.