

Inverclyde Vineyard Church Safeguarding Policy

Safeguarding Policy

Reviewed and approved by: Board of Trustees

Last Reviewed: June 2023

Next Review Date: May 2024

Contents

Preface	How to report a concern & contact details
Section 1	Organisation Details
Section 2	Prevention
Section 3	Practice Guidelines
Section 4	Responding to Allegations of Abuse
Section 5	Pastoral Care
Appendix 1	Safeguarding Statement
Appendix 2	Types of Abuse
Appendix 3	Safer Recruitment Procedures
Appendix 4	Good Practice in Teams
Appendix 5	Confidentiality in Safeguarding
Appendix 6	Detailed Procedures for Safeguarding Lead
Appendix 7	Storing Confidential Information at Home
Appendix 8	Media Handling Photographs and Video

How to Report Concerns

What if you have concerns for a child or at-risk adult?

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

Phone the *Inverclyde Vineyard Church Safeguarding Number* on 01475 325120 to speak to one of the following:

Safeguarding Lead: **Jen Dickson**

Safeguarding Deputy: **Don Thomas**

If there is no response or your concerns relate to either the Safeguarding Lead or Deputy please contact Thirtyone:eight directly for advice: 0303 003 1111.

If there is an imminent danger to life please call the emergency services on 999.

Section 1 - Organisational Information

Details of the place of worship / organisation

Name of Place of Worship / Organisation: Inverclyde Vineyard Church

Sunday Meeting Address: Coppermine Community Centre, Kirn Drive, Gourrock

General Email address: hello@inverclydevineyard.org.uk

Senior Leader's Names: Don and Abi Thomas

Senior Leader Contact Email: don.thomas@inverclydevineyard.org.uk /
abi.thomas@inverclydevineyard.org.uk

Membership of Denomination/Organisation: Affiliated to Vineyard Churches UK & Ireland

Charity Number: SC048604

Insurance Company: Ansvar

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Inverclyde Vineyard Church was established in 2019 with a vision to see people meet with Jesus in life changing ways. Inverclyde Vineyard Church does a wide range of activities with children and at-risk adults, for example:

- Sunday and weekday meetings which are open to all members of the public and involve people of all ages gathering together.
- Vineyard Kids ministry during Sunday services for pre-school and primary aged children.
- Activities for children and families throughout the year in the local community.
- Regular Connect Groups including Bible study and prayer groups, courses and general interest groups.
- Volunteering with other local organisations, which are advertised through the Church but are open to any adults to join in.
- Church leaders 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.

Our Commitment

Inverclyde Vineyard Church is committed to providing a safe and caring environment for children, young people and at-risk adults. We acknowledge that children, young people and at-risk adults are at higher risk of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth

therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

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

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight: (<https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/>).

The trustees undertake 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 staff and volunteers who work with children and at-risk adults and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Lead in their work and in any action they may need to take in order to protect children and adults with care and support needs.

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

The Board of Trustees is appointed to have legal responsibility for an organisation or charity and have a critical role in decision making and compliance.

The Inverclyde Vineyard Church Safeguarding Team are as follows:

Safeguarding Lead - Jen Dickson

Safeguarding Deputy - Don Thomas

Safeguarding Trustee - Jude McBean

Lead Pastor representation - Don & Abi Thomas

The Safeguarding Team play an active role in ensuring safeguarding values and processes are upheld in the life of Inverclyde Vineyard Church.

Positions of Trust

All adults working with children, young people and at-risk adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers (volunteer and paid) ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

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

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

Section 2 - Prevention

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.

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

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Detailed definitions, and signs and indicators of abuse are included in Appendix 2.

Safer recruitment of Inverclyde Vineyard Church Staff and Volunteers

The trustees will ensure all workers (whether paid staff or volunteers) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written ministry description / person specification for the post;
- Those applying have completed an application form;
- Those short listed have been interviewed for staff positions;
- Safeguarding has been discussed as part of the recruitment process;
- Written references have been obtained, and followed up where appropriate;
- A Protecting Vulnerable Groups (PVG) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- Qualifications where relevant have been verified;

- A suitable training programme is provided for the successful applicant;
- The applicant has completed a probation period;
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

For full details of our Safer Recruitment Procedures see Appendix 3.

Safeguarding training

The trustees are committed to on-going safeguarding training and development opportunities for all workers which will then develop 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 trustees 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.

Staff and volunteers working with children, youth and at-risk adults will receive foundation level safeguarding training.

Children's team leaders, youth team leaders and pastoral staff will receive intermediate level safeguarding training.

Safeguarding leads/deputies and key team members will, where appropriate, be provided with advanced safeguarding training in line with the level of responsibility that they have for safeguarding. This training will be provided, a minimum, of every 3 years.

Trustee tailored safeguarding training will be provided for the safeguarding trustee and will repeat such training every 3 years.

Workers – Code of Conduct

All staff and volunteers of Inverclyde Vineyard Church who work with children, young people and adults with care and support needs will receive a copy of our Safeguarding Code of Conduct. The code is designed to safeguard children, young people and adults with care and support needs in any activity and help workers by providing them with the expected standards of behaviour as they carry out their work. The code can be found within Appendix 4 - Good Practice in Teams.

Section 3 - Practice Guidelines

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

Vineyard Kids Registration

All children taking part in Vineyard Kids activities must have had a parent/guardian fill in a permission form. For new families with children showing up to church on Sunday morning, the parent/guardian of a child must fill out a permission form before the child can take part in the activities led by our Vineyard Kids Team.

Ratios

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

Children Preschool *One adult for every three children* (1:3)

Children Primary *One adult for every eight children* (1:8)

Youth *One adult for every ten children* (1:10)

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. Young people under 18 would need to be included in the number of children present in the session.

For our comprehensive good practice guidelines, see Appendix 4 - Good Practice in Teams.

Section 4 - Responding to allegations of abuse

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

RESPONDING TO SAFEGUARDING CONCERNS FOR A CHILD

When you suspect that a child or young person is being abused or if someone discloses some information to you that is concerning, it can be daunting. To help you respond to any safeguarding concerns, we've created the following five SLICK steps.

Stay calm and engaged. Always take the child seriously. Keep your facial expressions soft and kind, and don't over-react to the information being shared. Give reassurance and thank them for their honesty. Ensure they know they are not to blame.

Listen carefully and repeat back what you hear. Take time to understand what is being said. Use open questions rather than leading questions.

Inform the Safeguarding Lead. Take detailed notes straight away and then - **Pass It On** - by calling the Inverclyde Vineyard Church Safeguarding Number as soon as possible on 01475 325120. If there is imminent danger to life call the emergency services first. The Safeguarding Lead will let you know everything you need to do and answer any concerns you have.

Care for the person who is disclosing to you. Make sure they feel safe and loved - though you won't be able to promise to keep anything secret. Let the person know that, together with the Safeguarding Lead, you will keep them safe and help them.

Keep it to yourself. Abide by our Confidentiality Statement (See Appendix 5)- the only person who you should share this with is the Safeguarding Lead and, later, any professional who is investigating the case. For children - it's important not to alert parents/carers at this stage - we'll make sure they are pastorally cared for. Any detailed notes that you've taken should be transferred to the form that the Safeguarding Lead asks you to complete. Your physical notes should be stored following our guidelines in Appendix 7 Storing Sensitive Information at Home before being sealed in an envelope and forwarded to the Safeguarding Lead.

RESPONDING TO SAFEGUARDING CONCERNS FOR AN ADULT

When you suspect that an adult is being abused or if someone discloses some information to you that is concerning, it can be daunting. To help you respond to any safeguarding concerns, we've created the following five SLICK steps.

Stay calm and engaged. Always take what is being said to you seriously. Keep your facial expressions soft and kind, and don't over-react to the information being shared. Give reassurance and thank them for their honesty. Ensure they know they are not to blame.

Listen carefully and repeat back what you hear. Take time to understand what is being said. Use open questions rather than leading questions.

Inform the Safeguarding Lead, especially if a crime has been committed and/or there is an immediate risk of further significant harm by phoning the Inverclyde Vineyard Church Safeguarding Number as soon as possible on 01475 325120. In general, reporting safeguarding concerns about adults may need a little more consideration. If the victim is reporting an incident to you themselves, they will feel more empowered if you partner with them to encourage them to report, if necessary, directly to the Police or Social Services. You may be able to offer them some options to make it easier for them and help them to feel that they're in control of their decisions. Even though a person may be acting unwisely, it doesn't necessarily mean they don't have the capacity to make the right choices.

You may find yourself in a position where someone has disclosed something to you and they, or others involved, are not in any imminent danger but they do not want to report it any further. If you are comfortable with this, you should take notes - which must be stored according to our Storing Sensitive Information at Home procedure in Appendix 7 - and keep them until such time as you think the concern has either passed or progressed to a stage where it needs to be reported.

When an adult does consent to take a disclosure further, take detailed notes straight away and then - **Pass It On** - by calling the Safeguarding Lead as soon as possible but if there is imminent danger to life call the emergency services first. The Safeguarding Lead will let you know everything you need to do and answer any concerns you have.

Care for the person who is disclosing to you. Make sure they feel safe and loved - you won't be able to promise to keep anything secret but you will be able to reassure them that you won't share anything without their permission unless the welfare of themselves or someone else is in serious danger. Let the person know that you will do all you can to keep them safe, letting them know that our Safeguarding Team have lots of experience and know the best ways to help.

Keep it to yourself. Abide by our Confidentiality Statement in Appendix 6 - the only person who you should share this with is the Safeguarding Lead and, later, any professional who is investigating the case. The Safeguarding Lead will make sure those involved are pastorally cared for and it might be that you are in a good position to provide that pastoral care. Any detailed notes that you've taken should be transferred to the form that the SGO asks you to complete. Your physical notes should be stored following our guidelines for Storing Sensitive Information at Home in Appendix 7 before being sealed in an envelope and forwarded to the Safeguarding Lead.

Further steps:

- In the absence of the Safeguarding Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be made to another member of the Safeguarding Team by phoning the Inverclyde Vineyard Church Safeguarding Number on 01475 325120 or to Thirtyone:eight on 0303 003 11 11.

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

Thirtyone:eight

Tel: 0303 003 1111. Option 2 (Monday - Friday, 9am-5pm)

Alternatively contact Social Services or the police.

- If a child or adult is in immediate danger or threat of significant harm, please call 999.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the relevant Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from ThirtyOne:Eight.
- The trustees will support the relevant Safeguarding Lead/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The trustees, with guidance from VCUKI National Safeguarding Team, will consider whether a serious incident report should be made to the Charity Commission in line with the safeguarding guidance for charities.
- 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 Inverclyde Vineyard Church will use the above procedure. If however, the individual with the concern feels that the relevant Safeguarding Lead or Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the trustees demonstrate a commitment to effective safeguarding and the protection of all those who are at-risk.
- The role of the Safeguarding Lead 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 Inverclyde Vineyard Church, appropriate action including suspension under the disciplinary procedures will be considered by the trustees alongside the VCUKI National Safeguarding Team.
- For detailed procedures for the Safeguarding Lead on reporting see Appendix 6.

Section 5

Pastoral Care

Supporting those affected by abuse

The trustees are committed to enabling 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 Inverclyde Vineyard Church.

Working with offenders and those who may pose a risk

When someone attending Inverclyde Vineyard Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the trustees will ensure there is supervision for the individual concerned and pastoral care offered, but in its safeguarding commitment to the protection of children and adults with care and support needs, the Lead Pastors must set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties and a signed contract if necessary.

Adoption of the policy

This policy was agreed by the trustees and will be reviewed annually in May.

Signed by:  Position: Trustee
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Signed by:  Position: Trustee
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Date: 22-06-2023

A copy of this policy can also be found online at www.inverclydevineyard.org.uk

APPENDIX 1:

Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of Worship: **Inverclyde Vineyard Church**

The following statement was agreed by the trustees: June 2023

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

We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.

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

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.

- Supporting all in the place of worship affected by abuse.

We recognise:

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

We will review this statement and our policy annually.

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

Jen Dickson - Safeguarding Lead

Don Thomas - Deputy Safeguarding Lead

Signed by Lead Pastors

Signed DocuSigned by:
Don Thomas
DocuSigned by:
Abigail Thomas
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Date 23-06-2023

APPENDIX 2: TYPES OF ABUSE

ABUSE OF A CHILD OR YOUNG PERSON

There are four main types of child abuse. However, some of these types have sub-categories, or variants that encompass more than one type of abuse.

Physical Abuse

This is physical injury caused by deliberate action or definite knowledge, or which was knowingly not prevented. It also includes making up symptoms of an illness or causing a child to become poorly.

Typical physical abuse actions may include: hitting, slapping, punching, kicking, shaking, throwing, poisoning, burning, drowning, scratching or biting.

Emotional Abuse

This is psychological damage caused by the continual emotional mistreatment of a child. Emotional abuse often accompanies other types of abuse as well.

Typical emotional abuse actions may include: humiliation, criticism, name-calling, threats, derision, blaming, embarrassing, control, not recognising a child's limitations, manipulating, ignoring, being absent, not allowing friends, not saying kind or positive things to the child or not showing love.

Sexual Abuse

This is when a child is forced or tricked into a sexual activity with another person - this can be an adult or another child. They may not know that it is wrong or they might be afraid to speak out. Sexual abuse can happen in person and online, via videos or mobile phones.

Typical sexual abuse actions may include: sexually touching a child, penetrating a child's body with a body part or other instrument, rape, forcing a child to take part in sexual activities, making a child touch someone else, someone exposing themselves, showing pornography, making a child masturbate, forcing a child to make or share sexual images, exposing a child to sexual acts, forcing a child to take part in sexual activities/conversations via mobile or online, distributing (or making/viewing) child abuse videos or images.

Neglect

This is the most common form of abuse. It is the serious impairment of a child's health or well-being caused by a persistent or severe failure to meet a child's basic needs.

Typical types of neglect are:

- Physical neglect - the basic needs for food, shelter and clothing are not met. A child may not be safe because of inadequate supervision.
- Educational neglect - when a parent does not ensure adequate education for their child.

- Emotional neglect - when a child is ignored or isolated and doesn't receive the nurturing or stimulation that they need.
- Medical neglect - when a child is not given proper health or dental care.

Other Sub-Categories and Variants Identified by the NSPCC

Bullying and Cyberbullying - is behaviour that is hurtful and distressing to the recipient. It can include physical and emotional abuse and also neglect.

Child Sexual Exploitation - is a type of sexual abuse where a child is given gifts such as money or drugs in return for sexual activities. In time these children can be made to feel they "owe a debt" to their abusers.

Child Trafficking/Modern Slavery - is where a child is forcibly moved from their home to another place, usually another country, where they may be forced into sexual exploitation, forced labour or criminal activity.

Criminal Exploitation & Gangs - children may be manipulated to commit crimes. This is often within gangs which can be a peer group, a street gang or an organised crime gang.

Domestic Abuse - is any combination of the four main types of abuse which happens between people in a relationship. It is extremely harmful for children to witness and is a form of child abuse.

Female Genital Mutilation - is a criminal offence in the UK as it is extremely harmful and dangerous to the girls who have their genitals altered or removed, often with non-medical equipment and no anaesthetic.

Grooming - is when a child or young person believes they are in a relationship with someone because they are given gifts or special attention but, in fact, they are being purposefully deceived and prepared for abuse such as sexual exploitation or child trafficking.

Non-recent (historical) Abuse - is when an adult has been abused when they were under the age of 18.

Online Abuse - any type of abuse that happens online. This could include cyberbullying, emotional abuse, grooming, sexting, sexual abuse and sexual exploitation.

ABUSE OF AN AT-RISK ADULT

Care Information Scotland identifies 5 main types of adult abuse:

Physical Harm

This is causing deliberate, physical injury to another person

Typical physical harm actions would include: hitting, slapping, pushing, kicking, restraint, misuse of medication, inappropriate sanctions

Psychological (or Emotional) Harm

This is sustained or extreme emotional mistreatment of an adult by another person.

Typical psychological harm actions would include: threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation, removing practical aids or personal assistance, not respecting privacy, preventing choice and opinion, patronising, removing meaningful activities.

Financial (or Material) Harm

This is the exploitation of someone's finances or personal possessions for their own gain.

Typical financial harm actions would be: theft of money or possessions, exploitation, preventing the person accessing their own money, threat or coercion in regard to wills/property/inheritance/financial transactions, skimping on essential services to save money, moving into a person's house rent free without their consent, fraud, scamming, rogue trading, misuse of legal authority (such as Power of Attorney).

Sexual harm

This is when an adult is forced or pressured to commit a sexual act with or for another to which they did not or could not consent.

Typical sexual harm actions would be: rape (including attempted rape), inappropriate touching anywhere, non-consensual masturbation, non-consensual sexual penetration, inappropriate innuendo or sexual harassment, indecent exposure, forced viewing or taking of sexual photography/pornography, any sexual activity to which a person does not have the capacity to consent.

Neglect (or acts of Omission)

This is the failure to attend to the physical or medical needs of a person in the best way for the person themselves.

Typical neglect or acts of omission might be: withholding medication/food/heating/shelter/clothing, failure to provide stimulation or activities, preventing access to medical or physical care, taking no account of the individuals preferences, preventing the person from making their own decisions, ignoring or isolating the person, failing to ensure dignity/privacy.

The UK Statutory Guidance for Care and Support identifies a further five types:

Domestic Violence - Women's Aid describes domestic violence as "physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can also include forced marriage and so-called "honour crimes". Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently 'violent'."

Most research suggests that domestic abuse occurs in all sections of society irrespective of race, culture, nationality, religion, sexuality, disability, age, class or educational level. It's important to recognise that at-risk adults may be the victims of domestic abuse themselves or be affected by it occurring within their household. This is likely to have a serious effect on their physical and mental wellbeing.

Modern Slavery - This would include human trafficking, forced labour, sexual exploitation, domestic servitude and being forced to pay off unrealistic debts.

Discriminatory Abuse - this is the unequal, unfair or bullying treatment of a person based on their age, disability, gender, status, race, religion (or beliefs), or their sexual orientation.

Organisational (or Institutional) Abuse - Factors such as overcrowding, poor management, insufficient staff and inadequate risk assessments can lead to harm across a broad spectrum of the above types of abuse.

Self-Neglect or Harm - This is a failure to care for oneself or seek help or access to services offered. This includes neglect or harm to self that threatens personal health and safety (including suicide or suicide attempts).

APPENDIX 3: SAFER RECRUITMENT PROCEDURES

We recognise that working in our teams is hugely rewarding and satisfying and it allows our community to use their gifting for the benefit of the church. There are a variety of ministries in Inverclyde Vineyard Church in which our community may choose to volunteer. Some of our ministries are specifically for our children and at-risk adults and are considered regulated work - these volunteers, therefore, require to be disclosure checked via the PVG Scheme, to which we belong, and recruited according to the guidelines in this Policy.

Basic Requirements to Volunteer

For all but a few positions, volunteers will have been a part of the church for at least 3 months, and will have completed a Count Me in Card or notified us that Inverclyde Vineyard Church is their home church, for example, through the Ministry Application Form. We also strongly recommend being a regular member of a Connect Group, for many teams this is essential. For the requirements for how long a prospective volunteer should have been a member of our church, please refer to the table below:

Non Children's Ministry (0 months) <small>At discretion of Senior Pastors whether the following require Ministry App. Form.</small>	Non Children's Ministry (3 months)	Children's & Youth Ministry (3 months and reg part of a Connect Group)	Vulnerable/ Sensitive Ministry (3 months and reg part of a Connect Group)	Vulnerable/ Sensitive Ministry (3 months and reg part of a Connect Group)
Breakfast Club	Alpha	Vineyard Kids	Lifestyle	Pastoral Care/ Prayer Ministry
Tea & Coffee	Family Courses	Vineyard Youth	Lunch Club	Connect Group Leader
Logistics	PA/Media		Storehouse	Sunday service Leader or Speaker
Mid-week hospitality	Worship (must include regular attendance at a Connect Group)		Women's Drop In	Mentoring Programme
			Men's Drop In	
		[Missions Trips]	[Missions Trips]	
Group A	Group B	Group C	Group D	Group E

Initiating an Application and Informal Interview

There are a number of ways that a volunteer may be recruited:

- **Approach by Lead Pastor or Ministry Leader**

The Lead Pastor or Ministry Leader may note a particular strength in a member of the church community or may have a need within a particular ministry which they are prayerfully looking to fill. The potential applicant should be approached for a conversation (informal interview) about the position and given the necessary information to be able to make an informed decision, along with time to pray into the request.

- **Interest Shown by Potential Applicant**

We would encourage any potential applicants to speak with current team members and then speak to their Lead Pastor or Ministry Leader (informal interview) about the possibility of joining the team of interest. A volunteer (for kids/youth for example) can have a one off visit to see if this is something they would like to pursue.

Again, all the details of the position should be discussed.

Role Profile

We have detailed role profiles written for many of our volunteer posts to help with recruitment. The specific duties can be discussed with the potential volunteer at the point of initial approach.

The Recruitment Process

- For most teams, you will be asked to fill out a Ministry Application Form (MAF) as a first step. The MAF asks for basic personal details, checks commitment, asks about any previous convictions, gathers required details regarding any current PVG status and requests a contact as a referee.
- In many instances, a MAF may be sent to a volunteer even though the position is not required to be PVGd. This might simply be so that someone's commitment can be ascertained or perhaps a reference or other information obtained. This will be for the Lead Pastors to decide.
- For those who need to apply for a PVG, the MAF will request to see at least two items of identification - one with a current photograph and the other with the current address. One of these documents would preferably detail the applicant's date of birth as well.
- Once the MAF has been returned with the personal details completed and suitable ID has been presented, an application is made via Volunteer Scotland Disclosure Services (VSDS).
- Once the PVG link has been sent from Disclosure Scotland, the volunteer has fourteen days to access it and return their application details.

- The final step for the volunteer is to complete a short quiz to confirm they have had an introduction to the basics of Safeguarding awareness.
- Volunteer details will be checked and approved for sign off by Lead pastors when their PVG certificate has been returned and an up to date reference has been received (if required).
- The volunteer will then be informed of the outcome. If the volunteer has been approved, the necessary training will be arranged as well as access to our Safeguarding Policy, Good Practice in Teams and Code of Conduct.

The whole process can vary in the time it takes to complete but it can be expected to take between three to nine weeks.

Continuing as a Volunteer on a PVGd Team

Repeat References

In order to continue to serve on our children's and at-risk adults' teams, we renew our volunteer references every three years. This is done by sending out the Ministry Application Form (MAF) again - there is no need to supply new ID at this stage. The MAF and reference information will be checked and approved in the same way as for the PVG sign off. An email is sent to the volunteer thanking them for their continued work and confirming that their information is now up to date.

Occasionally, a PVGd volunteer may have been away from church for a period of time and will re-volunteer upon their return. Individual cases should be discussed with the Lead Pastors to decide whether a simple reference renewal is sufficient or if a PVG update would be needed.

Training

See our Safeguarding Policy Section 2 for required training of volunteers/staff members/trustees. This training is essential in order to continue volunteering - those who fail to attend within three years will be taken off team until they have attended Safeguarding Training.

Training is not compulsory for people who act as Standbys only - though many of them will receive and/or have received some level of training for volunteers or the Child/Adult Safeguarding Training and the code of conduct.

APPENDIX 4 - GOOD PRACTICE IN TEAMS

In order to run excellent, God-honouring and safe activities for our children and at-risk adults it's vital that we work together as one team with the same vision and high calling to serve.

This section sets out the preventative and responsive measures we promote to ensure our teams are equipped, supported, trained and cared for to the highest standard and includes any action to be taken if a volunteer is not able to adhere to these measures. These guidelines include our Code of Conduct and Working Safely Procedures for all volunteers and form part of our Safeguarding Policy.

WORKING SAFELY PROCEDURES

We expect our volunteers to:

- Be familiar with the Safeguarding Policy and the procedures by keeping informed and up-to-date with all aspects of safeguarding.
- Adhere to general Health & Safety guidelines at all times, being vigilant and reporting any risks to Team Leaders or the Lead Pastors straight away.
- Attend required Safeguarding training every 3 years and any additional team specific training.
- Take preventative action to avoid risks highlighted in Risk Assessments for individual activities. For example, this might mean ensuring you are never alone with a child. Or it may mean following the precautionary measures laid out for a one-to-one meeting with an at-risk adult.

CODE OF CONDUCT

We expect our volunteers to:

- Be of good character and good reputation within the church.
- Maintain their relationship with Jesus through Bible reading, prayer, Church and Connect Group attendance.
- Turn up at the correct time and, if unable to make it, give as much notice as possible, letting the Team Leader know as soon as possible.
- Treat **all** children, young people and adults with respect, dignity and compassion whether they are in the group or they are volunteers, speaking and acting kindly at all times and never saying or doing anything inappropriate (for example intrusive touching, sexually suggestive comments or ridiculing).
- Encourage our safeguarding culture by being open and honest if challenged about our actions and be prepared to considerably challenge the behaviour of others if necessary. This would include "blowing the whistle" on someone in our team for the sake of safety of our church community. Whistleblowing on Safeguarding matters would be actioned in the same way as other Safeguarding concerns (see Section 4 of our Safeguarding Policy).

- When we do recognise a concern we commit to reporting it to the Safeguarding Lead immediately. We take their advice and we keep it confidential to maintain the safety and dignity of all involved.

Specifics For Working With Children and Young People

- As a church, we are passionate about displaying Christ-like behaviour to our children and their families. This means we ensure that where behaviour management is required we do so without anger or physical punishment. We will only ever use physical restraint if a child is at risk of physical harm to themselves or others. To maintain integrity we will always be ready to explain our actions to fellow volunteers and families too.
- We will avoid excessively rough or sexually provocative games.
- We do our best to distract a child or young person who is displaying attention-seeking behaviour of a sexual nature and remain uninvolved in such conversations.
- We engage in physical contact (other than high 5's or fist bumps) only when instigated by the child or young person. For example, if a child wishes to sit on your knee when upset, instead encourage them to sit independently.
- Allow appropriate safe privacy to younger children when changing or toileting. We only get involved when a child specifically needs help and then always within the sight of another volunteer. Nappy changing is only done where a parent is not available and has given permission. This means that toilet visits for Kids might have to be a whole group adventure if there are only 2 or 3 volunteers in a Kids team.
- We remain visible at all times when interacting with children and young people. This may involve working in the same room as another group or leaving a door open and using another volunteer to observe. Where confidentiality is important we endeavour to remain in the eyesight of other volunteers and ensure the child or young person is aware of this.
- Remaining visible extends to any church organised volunteering that takes place in a home where we will keep doors open or meet in a public space.
- In unplanned or emergency moments, where it is necessary and safer for us to give a child or a young adult a lift, we ensure that, wherever possible, we take another volunteer with us and seat the child/young person in the back. If this does take place we first make sure to inform our Ministry Leader/Pastor and the parents/carers - ensuring they are aware of the situation.
- We are responsible for ensuring that our kids and youth ministry areas are adult-free zones - wherever our venues allow. Only those on team or dropping off/picking up children or parents required to be present e.g. parents using baby/pre-school play area in the kids room should ever be present at times where our groups are on. As volunteers, we will monitor this and let the Team Leader know about anyone who is not supposed to be there.

Specifics For Working With At-Risk Adults

- Many of the points above in the Specifics for Working with Children and Young People can be applicable for at-risk adults so please familiarise yourself with these also.
- Include at-risk adults in decisions that involve them within the bounds of the ministry offered. It is important for at-risk adults to feel they have a part in choosing their actions in their day-to-day lives.
- Volunteers aren't to hand out personal cash without speaking to the Lead Pastors first.
- Be aware of flirtatious behaviour and avoid behaving in this manner yourself or participating with others in this behaviour. If you do recognise this behaviour towards you, subtly pass that person on to another team member.
- Be meticulous in following any pertinent training you've been given regarding those who have particularly chaotic lifestyles and any extra safety measures identified.

WHAT VOLUNTEERS CAN EXPECT FROM TEAM LEADERS

It is the responsibility of Team Leaders to consider the welfare of all in their teams by way of making contact with each individual as appropriate. Team Leaders may have some involvement with rotas, equipment, recruitment, training and generally updating and supporting their teams. They'll also support teams at the time of duty, helping to ensure areas are safe and well-lit and that there are adequate resources. All ministry Team Leaders should promote and model a healthy safeguarding culture. These Team Leader responsibilities are initiated, overseen and supported by the Lead Pastors.

ACTION IF AN ALLEGATION IS MADE AGAINST A VOLUNTEER

If an allegation or serious concern is raised about any PVGd team member, the safest action for us to take is to suspend that volunteer from all team duties pending the outcome of investigation.

An allegation or serious concern will include an accusation of a child/adult safeguarding nature. Alternatively it could involve a serious failure to follow our Good Practice in Teams guidance. If it is a serious failure to follow Good Practice then the guidelines within the Inverclyde Vineyard Church Grievance and Disciplinary Policy will be followed.

We will always offer pastoral support to all involved in these circumstances to pray through the emotions you will be encountering.

APPENDIX 5 - CONFIDENTIALITY IN SAFEGUARDING

For the purpose of the Safeguarding Policy and all procedures associated with it we define **Confidentiality in Safeguarding** in the following way:

It is of utmost importance that information given and received which is of a safeguarding nature is only shared with people who have an obligatory need to know. This means that statutory organisations involved and the Safeguarding Lead will be the only ones who know the full and complete history of the case. For complex cases, the Safeguarding Lead can operate in a small team, for example, with the Safeguarding Trustee and Lead Pastors who may know the main details of the history.

We will never share your details with anyone who does not have an absolute need to know. When details do need to be shared, only minimal and necessary information will be given, for example we will refer to people by their initials rather than using their name to preserve anonymity.

Staff, volunteers and trustees have a responsibility to share relevant information about the protection of our children and at-risk adults with other professionals, particularly external agencies which may be involved in an investigation or providing expert guidance.

All personal information received regarding our children and at-risk adults will be kept in a secure area for the specified time as identified in data protection guidelines. For child and adult protection records, it is required by law that we should keep safeguarding details for children until they are 25 years old and for adults until they are 65 years old (although any case concluded after the age of 55 should be kept for 10 years from that point).

Every effort will be taken to seek consent, especially of adults, before the necessary reporting of details to others. However, should any member of our community ask us to keep something secret we should sensitively assure them of our responsibility to them and others in our community to be safe and that the minimum of details will be shared where a crime has been committed and/or there is an immediate risk of further significant harm.

Staff involved in a safeguarding case must commit to following this Confidentiality in Safeguarding Statement which will also include following our policy for Storing Sensitive Information at Home- see Appendix 7.

APPENDIX 6 - DETAILED PROCEDURES FOR SAFEGUARDING LEAD

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

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Contact Children's 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.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the relevant Safeguarding Lead/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.

Detailed procedures (where there is a concern about an adult that needs protection)

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

If there is concern about any of the above, Safeguarding Lead/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead/Trustee, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to Liaise with Children's Social Services regarding the suspension of the worker, also making a referral to the Children & Young People's Services Local Authority Designated Officer whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

There will also be a referral to PVG Scotland for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.

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

The Safeguarding Lead will:

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

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

Involvement of Lead Pastors, Safeguarding Trustee and VCUKI National Safeguarding Team:

- Regarding child and adult safeguarding reports, the Safeguarding Lead will work alongside the Safeguarding Trustee and (wherever suitable) the Lead Pastors should be kept informed for pastoral matters.
- The Safeguarding Lead/Trustee will assess whether VCUKI National Safeguarding Team needs to be informed about an incident or concern in the church according to the latest VCUKI Communication & Reporting requirements.

APPENDIX 7 - STORING CONFIDENTIAL INFORMATION AT HOME

This guidance is for anyone who reports a safeguarding concern and for the safeguarding team, etc who may need to store information. It will also be appropriate for those staff who work from home - either through choice or when advised by the Scottish Government.

These guidelines comply with the Inverclyde Vineyard Church Policies on Privacy and Data Protection.

What is Sensitive Information?

Sensitive information is any information that is of a personal nature, such as names, dates of birth, addresses, contact details, photographs, confidential details, etc.

Why Might There be Sensitive Information at Home?

Sensitive information about others should only be at home for a limited number of reasons such as staff completing work at home, a church event happening that requires access to registration details, photographs or videos of a recent church event, recorded notes from a safeguarding disclosure, etc. Refer to our guidelines on Media Handling in Appendix 8 for more information about the taking of photos and videos.

How Long Should Sensitive Information Be Stored?

Information of a sensitive or personal nature should only be stored for as long as it is needed for the task being completed at home.

How Should Sensitive Information Be Stored?

Handwritten or typed personal details should be stored in an unmarked file or box which can be closed or lidded so that the contents can't be seen. Preferably, these should be stored in a locked filing cabinet or cupboard when not in use and should not be left open and unattended.

Digital information on mobiles or computers should be stored in secure files that are protected by password or biometric data. Files should not be left open and unattended when on screen.

How Should Sensitive Information be Disposed of Once it is Finished With?

Digital information should be completely removed from the device. We recommend using secure deletion software afterwards to completely remove all traces. Alternatively, please ensure that the information is deleted and that your storage is either formatted, restored to factory settings or physically destroyed when you upgrade or before getting rid of your device.

Most written information should be shredded as soon as it is no longer needed. However, notes taken from the disclosure of a safeguarding concern should be given to the Safeguarding Lead to be securely filed in case of an investigation.

APPENDIX 8 - MEDIA HANDLING PHOTOGRAPHS AND VIDEO

It's important to celebrate our special moments in life and this can often be best achieved in photographic or video format. However, for some, this may be uncomfortable or may even be dangerous.

Any photos or videos of children or adults will be used expressly for church purposes of ministry, mission, promotion of an event or to celebrate church life.

We have the following measures in place to reduce any potential for misuse:

- Our Count Me In card and Find Out More form include a section to confirm consent for photos and videos for children.
- Children are never tagged in a social media post.
- We will regularly inform our church community that photos are being taken and if someone requires to be excluded from any photographic material, they should request this directly with the photographer.
- Photographs taken with a camera should be deleted unless they are to be shared. In which case, they should be forwarded to the Communications Manager/event leader and then deleted from the camera. Please see Appendix 7 Storing Sensitive Information at Home for guidance for permanently deleting files from your device.