



Teesside Vineyard Church

Safeguarding Children and Adults Policy and Procedures

Teesside Vineyard Church

St. Luke's Church

St. Luke's Avenue

Thornaby

TS17 7HB

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Teesside Vineyard Safeguarding Policy

This policy has been drawn up in accordance with the following;

Children Act 1989

- The Care Act 2014
 - o United Convention of the Rights of the Child 1991
 - o General Data Protection Regulation (The Data Protection Act 2018)
 - o Human Rights Act 1998
 - o Sexual Offences Act 2003
 - o Children Act 2004
 - o Safeguarding Vulnerable Groups Act 2006
 - o Protection of Freedoms Act 2012
 - o Children and Families Act 2014
 - o Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
 - o Information sharing: advice for practitioners providing safeguarding services
 - o Working together to safeguard children (2018)

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Policy is based on Thirtyone:eight safeguarding policy template

SECTION 1

Teesside Vineyard Church
St. Luke's Avenue
Thornaby
TS17 7HB
Phone: 07890852071

Affiliated to Vineyard Churches UK & Ireland
Email: hello@teessidevineyardchurch.co.uk
Charity Registration Number: 1115088

Our Vision

Loving God is at the centre of all we do; it is our primary function. We worship him, pray and reach out to Him, and read and study His word to learn about Him. We are a church where people matter. This includes those who are part of our body and those in our communities, where we live, where we work and where we play. We want to empower and encourage everyone to step into serving others. Through humble service and love for people we want to transform Teesside. We want to see people's lives changed by knowing Jesus and through the power of the Holy Spirit.

As part of our vision Teesside Vineyard is committed to serving children, young people and families through a range of activities including Sunday services and activities, sessions for children and young people through the week, community and outreach events, parent and child groups and much more looking longer term.

Our Commitment

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

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

Working together to safeguard Children 2018 states:

Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children.

The Leadership endeavours to:

As soon as reasonably possible 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 (paid or voluntary) and will regularly review the integrated operational guidelines.

Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

Support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and adults.

SECTION 2

PREVENTION

Recognising and responding appropriately to an allegation or suspicion of abuse

Children are persons aged under 18 years.

Adult safeguarding is working with adults with care and support needs to keep them safe from abuse or neglect in accordance with the Care Act 2014. It is an important part of what many public services do, and a key responsibility of local authorities. Safeguarding is aimed at people with care and support needs* who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.

* The person will have eligible needs if they meet all of the following:

they have care and support needs as a result of a physical or mental condition;
because of those needs, they cannot achieve two or more outcomes, including dressing, maintaining personal relationships, and working, or going to school.
as a result, there is a significant impact on their wellbeing.

Understanding abuse and neglect

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 vulnerable 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:

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

The Care Act 2014 makes clear that:

Workers across a wide range of organisations need to be vigilant about adult safeguarding concerns in all walks of life.

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 (see appendix 1).

Safe Recruitment

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

There is a written job description / person specification for employees and a role description for volunteers (see appendix 3).

Those applying will complete an application form which includes a self-declaration (see appendix 8 & 9) and references will be carried out (see appendix 10 & 11).

Employees appointed have been interviewed; volunteers have had a discussion with a ministry area leader.

Safeguarding will be discussed with employees and volunteers.

Written references have been obtained, and followed up where appropriate.

A disclosure and barring service (DBS) check will be completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).

While DBS checks and references are pending, prospective workers will always be supervised by DBS checked team members and their conduct monitored.

Qualifications where relevant have been verified.

Training alongside more experienced leaders is provided for the successful applicant, in proportion to the level of responsibility they are undertaking.

The applicant will be e-mailed a copy of this safeguarding policy by the team leader and knows how to report concerns.

Safeguarding 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.

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 this code of conduct towards children, young people and adults with care or support needs. 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.

Accountability and transparency

- Try never to be the only adult in a room with children. Therefore, never leave another adult alone with children, unless unavoidable.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or adult, rather than the worker.
- Avoid any physical activity that could be sexually stimulating.
- All children, young people and 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.
- When dealing with bumps and scrapes (or applying sun cream etc.), encourage the child, young

person or adult to do what they can themselves but, in their best interests give appropriate help where necessary.

- 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.
- Concerns about abuse should always be reported.
- Workers should never consider or pursue an exclusive relationship or romantic attachment with a young person.

Social Media

- Children of Primary School age and younger should not be contacted on any forms of social media or contact number.
- Communication via social media should predominately take place within a group or page where comments are visible to other members of the group. This group will include the full ministry team and leaders.
- Ministry team and leaders may accept young people as friends on Facebook and/or obtain mobile numbers with the parent/guardian's consent.
- Contact between leaders and young people via private message (i.e., text message, Facebook messenger) must be limited to purely informative communication. For example, this could involve confirmation of a mentoring session.
- Any communication via private message must be limited to after 9am and before 9pm. Contact during school time should also be avoided.

Discipline

- NEVER smack or hit anyone and don't be verbally aggressive.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.
- For those who are continuously disruptive:

- Age group co-ordinators will work with parents to devise an appropriate strategy.
- Children may have to be asked not to join their age group for a week.

The following could possibly indicate that grooming for abuse could be happening:

Individuals who attempt to exclude the child from other adults or children.

Those who spend most of their time with children and have little or no interest in spending time with people of their own age.

Individuals who regularly offer to babysit children for free or take children on overnight outings alone.

Anyone who buys children expensive gifts or gives them money for no apparent reason.

Someone who treats a particular child as a favourite, making them feel 'special' compared with other children.

Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers (paid or voluntary), developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive a copy of the safeguarding policy prior to contact with children or young people and invited to attend safeguarding training. Opportunities for safeguarding training will be held regularly. Training may be facilitated at Teesside Vineyard Church, Thornaby, or, in another venue in partnership with other local churches or statutory organisations.

Working Together to Safeguard Children 2015 states:

Safeguarding is everyone's responsibility. Everyone who works with children – including teachers, GPs, nurses, midwives, health visitors, early years professionals, youth workers, police, Accident and Emergency staff, paediatricians, voluntary and community workers and social workers – has a responsibility for keeping them safe.

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.

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SECTION 3

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.

Specific Procedures

- No one under 16 years of age to be left in charge of children of any age nor those attending the group being left unsupervised.
- We adhere to current guidelines on the ratios of adults to children.
- Before joining any of the sessions a child must have a consent form (see appendix 6) with all the details completed and signed by the person with parental responsibility. If the child does not have a consent form, they will not be allowed to attend the session until this has been completed.
- For Kids and Tots Sunday morning procedure policy please see appendix 4
- No children under the age of 10 are allowed into church on a Sunday morning without a parent or guardian.
- Unaccompanied children over 10, who have a completed consent form, can come into church after 10:50am. On entering the building, they are under the care of the kids' team. They will be directed immediately, by the hospitality team, to the Tots and Kids sign-in area. If they do not have a consent form the kids' team will ask them to come back to church with a completed form.
- If the kids work is not running on a Sunday morning (e.g. during the school holidays) no unaccompanied children over 10 will be able to come into the church that day.
- No children under the age of 14 will be allowed hot drinks.
- ChurchSuite will be used to take a register of attendance for workers, children and young people. The demographic details of the child are inputted onto ChurchSuite along with any allergies or other medical alerts. All information stored adheres to the GDPR guidelines and is subject to a separate policy (please see data protection policy for further details).
- If ChurchSuite is not available for one of the sessions, a paper register will be taken for attendance and paper tickets will be used for the parents or guardians to collect the child. After the session is completed the register will be put in the locked postbox and the information will be inputted onto ChurchSuite at the earliest opportunity and the register will then be shredded.

- A printed sign-in / out ticket system operates for children who are brought and collected from their groups by their parents or guardians. When the child joins the session a sticker with their name and any allergies is attached to them. Once they are collected from the session this sticker is removed and shredded.
- No child is permitted to be removed from the session without the worker checking the collection ticket number matches the child's sticker. In the case of a lost ticket, the person collecting the child should be asked for identification and the name of the parent or carer as it appears on the ID will be documented. *NB: We have no power to prohibit parents from removing their children at any time, though we have a responsibility to ensure safety of the children. Any unknown adult without a ticket or identification should understand this, however, please report anyone arousing suspicion to the Safeguarding Co-ordinator.*
- All accidents, however minor, should be recorded in an accident book kept with the First Aid kit in the kitchen. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether an adult with care or support needs can sign the book will depend on the nature and extent of their disability. If the child, young person or adult with care and support needs is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond (see appendix 5).
- Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations.
- In our church, workers duties and responsibilities will not entail any intimate care e.g. toileting /bathing.
- In our capacity as church workers, we will normally not give lifts to children or take them off the premises without prior parental consent. Where this is unavoidable, parental consent will be sought and there will be 2 adults in the front of the car with the young person, to minimise risk of an allegation of abuse being made. Lifts may be given by a single adult, providing parental consent, to a group of young people on a trip.
- Consent for photographing and filming will be obtained at registration of children and young people. These images will only be stored and used within Vineyard Churches for purposes by staff team members.

Parents / guardians attending

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to be hostile, but they should be supervised by the designated leaders, particularly where the expectation is that all adults who work with children in any capacity should undertake DBS and other checks.

Parents can be permitted to observe groups but not take part in leading. A distinction should be made – ID badges, team uniform etc. should not be given and they should not carry any responsibility.

Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

Parents or carers wishing to remain on a regular basis should be invited to join the team by completing the normal process. Speak to the Safeguarding Co-ordinator about safely accommodating those not wishing to do so.

Unexpected attendance at activities

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. Unaccompanied children over 10 without a completed consent form will not be able to join in with church activities. Under these circumstances the kids' worker will give the child a consent form and ask them to return to church once it has been completed.

- Do not allow adults into the children's areas if they are unknown, regardless of who they say they are or what they look like. Do not be afraid to challenge adults - it is better that they are offended than a child put at risk. If necessary, call the team leader, Safeguarding Co-ordinator or a member of the Leadership Team.
- Be aware - take action and don't assume someone else will
- Never be afraid to ask for help or advice about anything – talk to the team leader, Safeguarding Co-ordinator or a member of the Leadership Team.
- Be safe and be seen to be safe – your conduct needs to be above question at all times.

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 vulnerable 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. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of any letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

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

Contact details of the safeguarding co-ordinators and relevant agencies will be readily available throughout the relevant areas of ministry.

SECTION 4

RESPONDING TO ALLEGATIONS OF ABUSE

Guidelines when Responding to the Possibility of Abuse

In safeguarding, the word to describe when a child or vulnerable adult tells you about alleged neglect or abuse is “disclosure” (not to be confused with CRB disclosure, which is now a redundant term). This is when a child or vulnerable adult chooses to tell another person about a situation that may suggest that some form of abuse may have taken place at some time. Disclosure may involve a situation that has occurred outside of the time a child or vulnerable adult is at Teesside Vineyard. However, this does not alter the fact that we have a duty of care to the children and adults with care and support needs at all times and we may still need to take action, using the following guidelines.

- Report all conversations, behaviour or injury that may suggest that a child or young person has been abused to Terry Dudley (the “Safeguarding Co-ordinator”) If unavailable, the nominated deputy is (the “Deputy”).
- Be prepared to listen to children but know your limits – if a child or young person begins to talk about possible abuse or shows distress and you are feeling out of your depth refer to the Safeguarding Co-ordinator.
- If a child or young person asks you to keep a secret then explain that if the secret involves them or someone else being hurt you will need to talk to the Safeguarding Co-ordinator, the child may then choose not to talk BUT they will know that they can trust you.
- If a child or young person begins to talk with you about possible abuse try to listen carefully without asking questions. Take what they say seriously – they rarely lie about abuse.
- Do not ask leading questions e.g. “Did ___ do that to you?” “Did someone hit you there?”
- Explain that you will need to talk to someone who can help (the Safeguarding Co-ordinator) and check whether they want to come with you.

DO NOT CARRY THE BURDEN YOURSELF

DO NOT TALK TO THE PARENTS

- Complete the Safeguarding Incident Log Sheet (see appendix 7) blank copies are kept by the First Aid kit in the kitchen, trying to use their exact words and including details of the date and time and any witnesses to the incident or conversation. Make sure you sign and date the sheet and put it in a confidential envelope and give it to the Safeguarding Co-ordinator.

- Always make sure you have talked with the Safeguarding Co-ordinator, **before you leave** – Once you have handed over your information/concerns this information **must remain confidential**. If you require pastoral support for the situation, please speak to a member of the Leadership Team. **You are not free to discuss this elsewhere e.g. small group as it may affect any possible legal outcome.**
- It is the Safeguarding Co-ordinator's responsibility to deal with Parents/Police/Social Services, not yours.

Best practice

- Ensure the physical environment is welcoming, giving opportunity for the child or 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
- 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

RESPONDING TO ALLEGATIONS OF ABUSE

3 situations where a referral must be made to the Safeguarding Co-ordinator:

Where a child or vulnerable adult is seen to have experienced abuse or neglect by another child, a parent/carer or another adult (including team members & workers in professional capacities)

Where a child or vulnerable adult is seen to have harmed themselves

Where a young person or adult has disclosed abuse or neglect during their childhood

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

- Documenting a concern

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

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

Name: Terry Dudley (hereafter the "Safeguarding Co-ordinator")

Tel: 07950250308

Email: terrydudley55@gmail.com

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

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name:

Tel:

Email:

- Or contact Teesside Vineyard's safeguarding email at: safeguarding@teessidevineyardchurch.co.uk

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

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

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

Name of local authority: Stockton on Tees Borough Council Local Safeguarding Children Board

Children's Social Services

Tel: 01642 130080

Out of hours Tel: 01642 524552

Website Address: childrenshub@hartlepool.gov.uk

Adult Social Services

Tel: 01642 527764

Out of hours Tel: 01642 524552

Website Address: FirstContactAdults@stockton.gov.uk

In an emergency call 999.

- For disclosure of previous child abuse against a person who is now an adult: They should be encouraged to report this to the Police Child Protection Unit. If they are unwilling or unable to do so, the Safeguarding Co-ordinator should ascertain from them if the alleged perpetrator was considered to have abused others or remains at risk of doing so to others. If either of these applies, the Safeguarding Co-ordinator should report these concerns to the police.
- Where the Safeguarding Co-ordinator is required to make an onward referral, they should immediately inform:
 - The Leadership Team and Safeguarding Trustee who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

NB: Please do not leave voicemail messages containing sensitive information on phones. If not able to reach either the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator via phone please email

Further actions

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

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 Co-ordinator/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. The Safeguarding Co-ordinator will keep a confidential, secure record on ChurchSuite of lesser concerns in case further multiple minor concerns reach the threshold 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 direct 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 Safeguarding Co-ordinator/Deputy will:

Contact the 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 who is in need of protection:
SUSPICIONS OR ALLEGATIONS OF ABUSE OR NEGLECT**

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

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

Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

- **If advice is needed, contact the Stockton Safeguarding Adults 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 the concerns raised reflect a risk of significant harm to children or other adults, referral to adult social services will be made even without the consent of the individual affected.

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

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

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN or ADULTS WITH CARE OR SUPPORT NEEDS

Where immediate action is needed to protect a child or investigate a serious allegation, the safeguarding co-ordinator or deputy will:

Refer immediately to police or children's social services.

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

Inform Children's or Adult Social Services in regards to the suspension of the worker

Make a referral to Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity. Where appropriate the LADO will refer to police or Children's Social Care if they have not been informed. Some less serious situations may not warrant police or Children's Social Care investigation.

Allegations Against Staff
The Children's HUB
Civic Centre
Victoria Road
Hartlepool
TS24 8AY
Telephone: 01429 771530
Email: LADO@hartlepool.gcsx.gov.uk

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

DBS barring helpline: Telephone: 01325 953795

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

The Safeguarding Co-ordinator will:

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

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

SECTION 5

Pastoral Care

Supporting those affected by abuse

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

Teesside Vineyard believes in strong pastoral support networks, and a member of the Oversight or Pastoral care team will arrange an available time as appropriate to discuss any needs an adult individual has. Where deemed necessary people may be encouraged to seek professional help from outside of the church, via the NHS or other professional bodies. Small-group, prayer ministry, and other support networks are also available at the choice of the individual concerned.

Working with offenders and those that may pose a risk

If you become aware that someone attending a service or event, or church meeting or gathering poses a risk (whether considered past or present) to children or adults, report this in confidence to the Safeguarding Co-ordinator or deputy.

You do not need their consent (permission) to share this information.

You do not need to tell them you are sharing the information.

Do not instead accept any reassurance from the potential perpetrator that they have already shared this information or that the risks are supposedly "historic".

Please report the information whether or not you are led to believe that someone else may already have done so.

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 its safeguarding commitment to the protection of children and adults with care or support needs, set boundaries for that person which they will be expected to keep.

If someone who poses a risk to children, young people or adults wants to join in with activities or become part of an organisation, it is important the leadership manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

Full details of the standards applicable can be found in standard 9 of thirtyone:eight "Managing those who pose a risk". Responsibility for implementing this rests with the church leadership.

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 adults with care or support needs. Similarly where an individual has committed offences of a violent nature a risk assessment will need to be carried out to ascertain their suitability for working with the above.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on: March 2024

Signed by:



Position: Safeguarding Trustee

Signed by:



Position Chair of Trustees

Date:

21/3/23

A copy of this policy is also lodged with: Donald Dewar, Trustee in charge of Policies

Appendix 1 DEFINITIONS

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Physical abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health to someone whom they are looking after.

Sexual abuse - may involve forcing or enticing a person to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or 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. Against adults it may include being touched or kissed when it is not wanted, being made to touch or kiss someone else, being made to watch pornography, being raped, getting something (e.g. gifts or money) as a result of performing sexual acts which a person could not or did not consent to.

NB: NSPCC has produced a *harmful sexual behaviour framework* recognised by NICE and other agencies, specifying age appropriate criteria for concern on a traffic light scale: amber and red features should prompt advice and urgent action respectively.

Emotional abuse - is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far 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 the seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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 ill treatment of a child, though it may occur alone. Against adults it may involve being threatened, not being given choices, being bullied, being deliberately left alone for a long time, being tormented.

Neglect - is the persistent failure to meet basic physical and /or psychological needs, likely to result in the serious impairment of the person'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) , failing to protect

a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect of adults may involve not being given enough to eat or drink, being left in dirty or wet clothes, being given the wrong medication or not being given medication at all, someone not calling a doctor or nurse when help is needed.

The church has a duty to inform social services about children who may have been trafficked or who are living in a "private fostering" arrangement with someone who is not a close relative.

Financial abuse – may include having money or personal property stolen, being tricked out of benefits, someone borrowing money and not paying it back, being bullied into letting other people use credit cards or cheques.

Discriminatory abuse - ignoring religious beliefs, making comments or jokes about a person's disability, race or sexuality, not providing food to meet dietary requirements.

Organisational abuse - repeated instances of poor care or treatment in a service.

Domestic abuse - abuse perpetrated by someone who is, or has been, a family member or intimate partner.

Self-neglect - when an adult or older child is unable to look after themselves meaning that their health, wellbeing or safety is affected. Suicidal thoughts which are not just fleeting but becoming persistent or risk developing into actual plans.

Modern slavery - when a person is forced to work for little or no money, they may be owned or controlled by an employer or moved from different areas or abroad.

The Concept of Significant Harm – Children

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the interests of children. The local authority is under an obligation to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm (S47). There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single event may constitute significant harm e.g. a violent assault, suffocating, poisoning. More often significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical or psychological development.

It is always important to take into account the child's reactions and perceptions according to age and understanding, and to recognise that there may be factors that affect the child's ability to communicate such as race, learning difficulties or language difficulties.

The Concept of Risk Threshold – Adults

Stockton Borough Council commit to take seriously any safeguarding concern. All safeguarding concerns should be made directly to the Adult First Contact Team. Once a concern is raised the process will be as follows:

Safeguarding Enquiry

A social worker will respond to the safeguarding concern in a way that enhances involvement, choice and control of the adult. The social worker will work with the adult to meet the desired outcomes and improve their quality of life, wellbeing and safety. The allocated social work may also speak to other people who have information and will decide whether a meeting needs to take place. This is called a Strategy Meeting.

Safeguarding Strategy Meeting

A strategy meeting is a formal meeting chaired by a senior social worker within the adult safeguarding team. The meeting will decide:

The degree of risk

Whether any further investigation needs to be carried out

If a protection plan is needed.

The meeting will consider the views and wishes of the adult and share information from professionals who have been asked to contribute.

Who Attends a Strategy Meeting

The safeguarding social worker will identify the people involved closely with the adult who will need to attend the meeting, these might include medical staff, care staff, police and a social worker from one of the community teams.

What Happens Next?

The enquiry can end after the first meeting if it is felt that there is no risk to the adult or to others. If further enquiries are needed to gather further information, review meetings will be arranged, to gather and consider any further information. The adult safeguarding team will not end their involvement until they are satisfied that everything has been done to address any identified risks and to ensure that the adult is safe.

Cf. www.stockton.gov.uk/adult-services/safeguarding-adults/

Carers

The Local Authority must conduct an assessment of need for carers of adults with care and support needs, if carers request or want this. The church should therefore consider the needs of carers and whether to refer on or signpost them to social services.

Carer's assessment by local authority includes:

whether the carer is able, and is likely to continue to be able, to provide care for the adult needing care,
whether the carer is willing, and is likely to continue to be willing, to do so,
the impact of the carer's needs for support on their wellbeing
the outcomes that the carer wishes to achieve in day-to-day life, and
whether, and if so to what extent, the provision of support could contribute to the achievement of those outcomes.

Appendix 2

Policy Statement of Safeguarding

Protection of children and adults with/without care and support needs

The following statement was agreed by the Senior Pastors and the Trustees of Teesside Vineyard Church on 2nd March 2023.

- Teesside Vineyard Church, in all its ministries, is committed to providing a safe and trusted environment for everyone who comes into contact with the church, including children, young persons and vulnerable adults.
- We prioritise safeguarding, recognising that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and/or neglect of children and adults. We report any such abuse that is disclosed, discovered or suspected in accordance with our safeguarding policy
- We recognise the personal dignity and rights of both children and vulnerable people and will ensure that all our policies and procedures reflect this.
- We believe all children, young persons and vulnerable adults should enjoy appropriate access to the life and ministries of Teesside Vineyard Church where safe to do so.
- We undertake to exercise proper care in the selection and appointment of those who will work with children, young people and vulnerable adults. They are provided with appropriate training, support, and supervision in accordance with our safeguarding policy.
- We believe everyone should be valued and feel safe. We want to make sure that all children, young persons and vulnerable adults involved in the life of Teesside Vineyard Church know this and are empowered to tell us if they are suffering harm.

We are committed to:

- Following statutory guidelines in relation to safeguarding children, young persons and vulnerable adults. Teesside Vineyard Church will ensure that as a place of worship/organisation, all workers (paid and unpaid) will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with local and national developments relating to safeguarding by working in partnership with thirtyone:eight and other organisations.
- Encouraging everyone to embrace and abide by the safeguarding policy and procedures.
- Supporting all those involved in the life of Teesside Vineyard Church affected by abuse.

We recognise that:

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

We will review this statement and our policy annually.

If you have any concerns for a child, young person or vulnerable adult, speak to one of the ministry team leaders or the Safeguarding Co-ordinator identified on the safeguarding policy, available from the Teesside Vineyard Church Administrator.

Ross Aggett

Miriam Aggett

Lauren Willson





Maria Murray

Senior Pastor

Senior Pastor

Chair of Trustees

Safeguarding Trustee

Signed:				
Dated:	2/3/23	02/03/23	2/3/23	2/3/23

A copy of the safeguarding policy can be made available by emailing our church office admin@teessidevineyardchurch.co.uk

KIDS

Team Leader: Paula Madden

Oversight: Miriam Aggett

Age: 5-11

TOTS

Team Leader: Kat Dawson

Oversight: Miriam Aggett

Age: 2-4

The aims of Teesside Vineyard Church

Loving God is at the centre of all that we do.

We believe that Jesus calls us to be His disciples and as a Church we want to equip people to live a life for Him. Discipleship is about 'becoming like' the person you follow, and we will work hard to teach and inspire our children to become radical disciples of the most perfect man we have ever met.

We seek to BUILD OUR CHURCH, REACH OUR COMMUNITY, IMPACT OUR WORLD.

As part of our vision, Teesside Vineyard Church is committed to serving children, young people and families through a range of activities including Sunday services and activities, sessions for children and young people during the week, community and outreach events, parent and child groups.

Roles and Responsibilities

- To have an active personal faith in Jesus as Lord and believe that the Bible is the Word of God
- Give notice of availability to the team leader
- Responsible for set up and clean up for children's session
- Clean children's toys and equipment
- To wear uniform provided
- Prepare activities, stories, and organising materials and equipment
- Welcome parents and children to children's activities
- Leading or supporting the activities, encouraging active participation of all
- Assist with weekly children's stories
- Nurturing children's faith
- Responsible for the children's safety during the session
- To document any accidents in the church accident book and to inform parents of incidents as soon as possible
- Responsible for adhering to children's ministry policies and procedures
- Required to attend church Safeguarding Training
- To work within the policy and procedures of Teesside Vineyard's Safeguarding Policy
- To have an enhanced DBS Disclosure for Teesside Vineyard Church

Appendix 4

Kids and Tots Sunday Morning Procedure Policy

Introduction - Who we are?

We believe that Jesus calls us to be His disciples and as a Church we want to equip people to live a life for Him. Discipleship is about 'becoming like' the person you follow and we'll work hard to teach and inspire our children to become radical disciples of the most perfect man we've ever met.

We seek to BUILD OUR CHURCH, REACH OUR COMMUNITY, IMPACT OUR WORLD.

KIDS

Team Leader: Paula Madden

Oversight: Miriam Aggett

Age: 5-11

TOTS

Team Leader: Kat Dawson

Oversight: Miriam Aggett

Age: 2-4

Code of Conduct

In kids and tots we aim to model Christian values in our personal and public lives, we seek to actively live out the word of God in how we hold ourselves, respect and love others and how we live authentic, lives of integrity. Please see separate document for full details.

Appearance

In the coming weeks uniforms will be provided, which will need to be washed and ironed each week before your session. You are expected to come to your session in a professional manner, this means that you should be well presented. You are expected to take pride in your appearance as you are not just representing yourself, but our church too.

Training

Teesside Vineyard will provide trainings required. Everyone should complete church training in safeguarding and fire safety. If you feel you need further training in how to be a Children's worker please speak to your team leader

Discipline

It is important to maintain a sense of order in the groups so that as many children as possible can benefit from the session. Discipline should always be implemented fairly and out of love for the child. Expectations should be communicated clearly to the children.

NEVER smack or hit anyone and don't be verbally aggressive.

Call on support from other leaders if you feel so angry you may deal with the situation unwisely. Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

Age group co-ordinators will work with parents to devise an appropriate strategy.

Children may have to be asked not to join their age group for a week.

Unaccompanied children

Currently children under the age of 10 are not allowed into church on a Sunday morning without a parent. Unaccompanied children are not allowed into church before 10:50am and from when they enter the building, they are under the care of the kids' team. Unaccompanied children under the age of fourteen are not allowed hot drinks. Children of 10 and over are only allowed to stay if they have a consent form. The welcome team will send any children who don't have a consent form straight to the sign-in area, please send the child home with the form, they can only return for the session if this is signed by their parent/guardian and they will only be allowed back into church after 10:50am. Please see our Safeguarding Policy for full details.

Inclusivity

We want the sessions to be accessible to children irrespective of disabilities. Try to use multi-sensory ways to emphasise your message, provide multiple ways for all children to interact with the message and give opportunities for movement as well as structured seating options. Be familiar with the children of your church community and provide any support that is needed for all children to participate (e.g. wheelchair accessibility, sound blockers, large print Bible, etc.)

Fire alarm

Please ensure you know who is the fire warden on the weeks you are serving. If you hear the fire alarm during a session, please use the door at the back of the hall and guide the children out to the fire assembly point, which is the park on St. Luke's Avenue. Make sure you have taken the fire register out with you and if parents want to collect their children from your care while at the fire assembly point please ask to see their collection ticket as usual.

Toileting assistance

Tots leaders are not there to assist with any toileting. If a child in tots need the toilet, the leaders can find the child's parent, ask to see their sticker, then allow them to take their child from the group. If leader ratios do not permit this, a designated person will be agreed beforehand who can be messaged during the service with the details of which parent/carer needs to attend the back hall along with their sticker.

Set up

Kids: Please arrive before 10:15 to set up the room for the mornings session. You must be completed and ready to begin sign-in at 10:30, so you may need to arrive earlier than this. Please bear in mind the time to get the tablet and sticker machine ready to use and give yourself time in case of any technical difficulties. Please set up the table in the church next to the coffee bar with the tablet, sticker machine, fire register book (please date the session on the next free page ready for the stickers to be added) and spare consent forms. The tablet and sticker machine is kept in the filing cabinet in the church office on the balcony. Your team leader holds a key for this and will be responsible for ensuring that you are given the key in advance of the session you are leading. The fire register book is also kept in the filing cabinet. This should all be ready by 10:30am ready to welcome and sign-in.

Tots: session leaders please arrive by 9am and helpers by 10am to set up the tots area. Please also tidy the equipment away at the end of the session.

Sign-in/out

Before the session

Sign-in of both kids and tots children using Churchsuite is the responsibility of the kids team. Please be available in the main hall from 10:30-11:15.

Please sign in to the "Churchsuite Connect App" on the tablet, all team members are registered as "users" so you should have your own sign in. Please see the user guide provided in the sticker machine box for detailed step by step guide.

All leaders should be checked into the session.

Click on "check-in" > under new session name, type in Morning Service > gathering drop down menu should say "Sundays" > > Ensure the options are selected as in the photos below to ensure all stickers are printed. Click on "start session" > begin to search for the child's name, please note that you can sign in siblings in one go by searching for their surname, please note that if the child is new then you can add them as a "visitor" > click the tick next to the child's name to sign them in (it will turn green) > click "check-in" > the sticker machine will begin printing the stickers...

The sticker machine will print 3 stickers. Please stick one name sticker into the fire register book, please hold onto the other name sticker to place on the child once they have arrived at your session, please give the parent/guardian the sticker containing the unique number. PLEASE DO NOT LEAVE ANY COMPLETED CONSENT FORMS WHERE THEY COULD BE SEEN BY OTHER MEMBERS OF THE CHURCH.

If due to unforeseen circumstances the internet, tablet or printer aren't working please use a written system of log in. On a piece of paper write the child's first name in a column on the left hand side with a number on the right hand side. Cut up some pieces of paper and write the same number on this square for the parent to bring when they collect the child. This list must be kept with you as it is your fire register in case of emergencies.

During the session

PLEASE ONLY PLACE THE NAME STICKER ON THE CHILD ONCE THEY ENTER THE SESSION. Please only release the child once the corresponding sticker has been shown to you from the parent/guardian. If they have forgotten the sticker then ask them to find it and come back to you. If they have lost it then please ask them to show you ID. If they have no ID please use discretion e.g. do they have a photo of the child as their wallpaper on their phone or on their Facebook profile. If in doubt, consult with a leader/safeguarding team member. Please take off the child's name sticker when they are collected by their parent/guardian.

Please remind parents that the service is still happening and to supervise their child and keep noise to a minimum as they re-enter the service

After the session

PLEASE LOG OUT ON THE CONNECT APP by clicking on the "admin" box at the top right of the search page > type in the code "1234" > this will give you an overview on the groups > click on the groups to log the children out. It is absolutely vital this is done others children's data can be accessed simply by turning the tablet on.

Please turn the tablet off and store back in the filing cabinet, along with the sticker machine and fire register book.

Kids and Tots:

Please place any new consent forms in the internal postbox by the back door in the hall as these will be collected by the admin assistant during the week and added to churchsuite. Consent forms contain confidential information and should not be left anywhere visible to the wider church at any point.

Please shred the name stickers that have been taken off the children at the end of the session. The shredder is stored by the back wall of the office. Please do not leave any confidential paperwork or information on the office table.

It is so important that no paperwork is left lying around, if you are unsure about anything then please place it in the internal postbox for safe keeping.

Safeguarding

Please ensure you have read the safeguarding policy and attend our annual training.

Please see Terry Dudley or alternative safeguarding team member as soon as possible if you have any safeguarding concerns.

Please ensure there are no unaccompanied children under 10 and no unaccompanied children inside church before 10:50am.

The name sticker is not to be put on the child before the start of the session to further safeguard the child so that strangers are not able to see their names. Please put the sticker on the child when they enter your session and please remove it when they are collected by their parent/guardian.

You can only release the child from your care once the corresponding sticker is shown to you from the parent/guardian. If they have lost it then please ask them to show you ID. If they have no ID please use discretion e.g. do they have a photo of the child as their wallpaper on their phone or on their Facebook profile. If in doubt, consult with a leader/safeguarding team member. Please take off the child's name sticker when they are collected by their parent/guardian.

If there is no kids work on a Sunday, then unaccompanied children unfortunately won't be able to join us for the service unless they return with a parent or guardian.

If you have any questions please ask. Thank you for all your hard work!

Appendix 5

Accident and Incident Letter to Parents



Child Incident Report

This form is to be completed by a member of staff* when an incident/accident occurs with a child within the childcare setting. The incident will be recorded in the accident book and this form is to be given to the parent/guardian of the child.

Date: Incident Location:.....

Incident Details:
.....
.....
.....
.....

Signatures

Staff member:

Parent/Guardian:

*including volunteers

Appendix 6: General Consent Form

To be completed by an adult with legal responsibility for the child

CONSENT FOR (delete as appropriate):

Tots/Kids/Youth/Lunch Club/Kids Club/Other (please specify): _____

1. Child or young person's details

Name:	
Home Address:	
	Post code:
Telephone number:	Email:
Date of birth:	

2. Parent or carer's details

Name:	
Home Address:	
	Post code:
Telephone number:	Email:
Date of birth:	

3. If there's an emergency please contact (only fill in if different from the person named above)

Name:	
Home Address:	
	Post code:
Telephone number:	Email:
Date of birth:	

4. Child's medical details

GP:	
Address:	
	Post code:
Telephone number:	
Date of birth:	

5. Any extra help we need to provide (for example because of a disability)?

6. Do we need to know about any medical conditions or allergies? (If yes, please provide details of the condition(s) and any medication needed).

Information for parents and carers

Teesside Vineyard Church aims to provide a safe and enjoyable experience for every child or young person.

To help us do this, please note the following important information:

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part
- Parents or carers must ensure they notify us of any changes to the information given on the form
- Parents or carers must make arrangements for children to be brought to and from the activity safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so
- We cannot take responsibility for any damaged clothing and/or personal items during the activity
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion, and medication (where appropriate) for the duration of the activity

I agree to (please tick):

- My child taking part in the stated activity
- Teesside Vineyard Church keeping a record of this form for health and safety reasons Teesside Vineyard Church will never share your data with 3rd parties. Any information given will be stored securely. Rest assured: You can update or delete the information held by contacting hello@teessidevineyardchurch.co.uk.

Privacy policy available at Teessidevineyardchurch.co.uk

- Any medical treatment that my child may need in an emergency
- My child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for publications or marketing publicity. *Note: if consent is not given, Teesside Vineyard Church will not use any images taken during the activity that contain the child/young person*

I understand that my child needs to follow the behaviour code and any safety rules so that Teesside Vineyard Church can keep them and other children safe.

Print Name:	
Signature:	Date:

SAFEGUARDING INCIDENT LOG FORM

Please be aware, completing this form is not an alternative to speaking to the Safeguarding Co-ordinator/Deputy about the incident of concern. You must contact the Safeguarding Co-ordinator (for children: Terry Dudley: 07950250308, for adults: Maria Murray: 07855509817) or the Deputy Safeguarding Co-ordinator () if you are completing this form.

ESSENTIAL INFORMATION

Name of leader completing this form:	Date of disclosure/incident:
Role of leader on team:	Time of disclosure/incident:
Leader's signature:	

SAFEGUARDING SITUATION AND RESPONSE

Who are you concerned about?

What happened?

Please use this space to describe the incident or conversation that has caused you concern. It is essential that you include:

- Any questions that were asked and the responses given
- How the conversation or incident was left
- Any references made to dates or time periods if applicable

Please continue on an additional sheet if necessary. Once you have finished your statement, please pass it on to the Safeguarding Co-ordinator/Deputy. Alternatively, place it in a sealed envelope addressed to Safeguarding Co-ordinator and put in church letter box.

SAFEGUARDING INCIDENT LOG FORM

This side of the form to be completed by the Safeguarding Co-ordinator/Deputy

IMMEDIATE ACTION TAKEN

Did you contact thirtyone:eight?	YES/NO
Outline any referrals made or agreed follow-up action if applicable, including dates of calls or contact and names of those responsible for actions.	

SUBSEQUENT ACTION

SIGNED BY SAFEGUARDING CO-ORDINATOR:
DATE:

Appendix 8: Template Volunteer Application Covering Letter



Dear

We are thrilled to hear you are interested in joining us on team in our *(Insert Ministry Name)*. It is important before we can add you to our team that you complete 2 things for us:

1. An application form
2. A DBS Check

We have included the application form in this pack – please don't be put off by it, it should only take a few minutes. We are not after your life story, we just want to get to know you and hear about your experience of working alongside children in whatever capacity. Once you have completed the application form, please return it in the stamped addressed envelope and we will follow up references our end.

I will send an email to you with a document for instructions on how to complete your DBS check – there is no cost, and you just need basic information and address history. Once you've done that, please could you bring your proof of ID documents on a Sunday morning and show them to Kat Dawson. (If you're not sure who we are just ask someone – they're bound to know one of us!) Just be aware that there are specific dates for some of those documents so check you have got a valid one.

Once we have had your application returned, and you have started the DBS check process, you have done it! Welcome to *(insert ministry name)*.

Any questions or queries, please contact me at

Best wishes,

Appendix 9

Volunteer Application Form

Application Form for Voluntary Work with Children, Young People and Vulnerable Adults

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Teesside Vineyard unless requested by an appropriate authority.

1. Personal Details

Full name:	Maiden/Former Name(s):
Date of Birth:	Place of Birth:
Address:	Tel No:
	Mobile No:
Postcode:	Email Address:

Please tell us about your Christian experience in the church(es)/organisation(s) you have been involved

in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. This should include details of any relevant qualifications or appropriate training either

in a paid or voluntary capacity.

2. Employment History

Please tell us about your employment / voluntary work over the past five years.

Employers Name and Address	Employed from (date)	Employed to (date)	Job Title and Brief Description	Reason for leaving

3. Other work

Are you currently working in any other care position in either a voluntary or paid capacity?
 If yes please give details. YES NO (Please circle)

Name of organisation:	Details of duties:
Contact person:	
Address:	
Tel No:	

4. Criminal Investigations & Allegations

Please circle your response and if you answer yes to any of these questions please add details in the box below.

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigation/pending prosecution?

YES NO

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

YES NO

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

YES NO

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with children or adults.

YES NO

Details:

5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working with children or vulnerable adults, (paid or voluntary) one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name:	Name:
Relationship to you:	Relationship to you:
Amount of time known:	Amount of time known:
Address:	Address:

6. Self Declaration

By signing this form, I indicate that the information I have given is correct to the best of my knowledge and that I am happy for Teesside Vineyard to contact my referees and carry out a Disclosure and Barring Check. I acknowledge that I have seen and understood the Teesside Vineyard Safeguarding Policy and agree to follow it (a copy will be emailed to you and is available on request).

Print Name:	
Signed:	Date:

As an organisation we undertake to meet the requirements of GDPR 2018 (please see our Privacy Policy for further details).

Appendix 10

Covering Letter for Referees



Request for a Reference for Applicants for Positions with Children and Young People.

Dear

Re: Reference Request for: _____

The above named person has applied to volunteer with children and young people at Teesside Vineyard Church.

As I am sure you are aware, before we can accept anyone to work with children whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee. Their role here will include leading in our *(insert ministry name)*.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact *(insert name and contact details)*.

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

Appendix 11

Reference Form for Teesside Vineyard Church

Private and Confidential

Reference for:

Your Name:

Your Occupation:

How long have you known this person?

In what capacity do you know this person?

Do you have any reason to be concerned about his person being in close contact with or having responsibility for children and young people?

If you have answered yes, we will contact you for further details.

What, in your view makes them suitable for this role/post?

Is there anything about them that would make them less suitable for some aspects of this role?

How would you describe their personality and motivation for working with children and young people?