



**Including:**

- Practice Guidelines for working with Children (0-18's)
- Practice Guidelines for working with Vulnerable Adults

These guidelines have been prepared in consultation with thirtyone:eight.

***Harrogate Vineyard Church***

**Department**

<b>Policy Name:</b>	Safeguarding Policy
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**Document Owner/Trustee Responsibility**

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01		Nik Gee	Initial Issue

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## Key Contacts

**If you think someone is in immediate danger call: 999**

	Position	Individual	Contact Details
Designated Safeguarding Lead	<b>Senior Pastor</b>	Maggie Gee	07494 533812 <i>maggie@harrogatevineyard.org.uk</i>
Support	<b>thirtyone:eight</b>		0303 003 11 11 <i>https://thirtyoneeight.org</i>
Safeguarding Co-Ordinator	<b>Senior Pastor</b>	Maggie Gee	07494 533812 <i>safeguarding@harrogatevineyard.org.uk</i>
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Children’s Services	<b>Harrogate Social Care Team</b>		24hrs : 01609 780 780 <i>social.care@northyorks.gov.uk</i>
Adult Services	<b>Harrogate Adult Social Care Team</b>		01609 534 527

## Introduction to Safeguarding

Safeguarding is a high priority for us at Harrogate Vineyard Church. It includes:

- Providing a safe and caring environment for all
  - An awareness of individual needs (allergies, disabilities, general health & family circumstances)
  - Setting appropriate boundaries and managing behaviour
  - Building trust, good communication and treating everyone fairly and equally
- Protecting all from abuse, harm and maltreatment

*Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported.*

If you have any concerns or suspect abuse, harm or neglect these must be reported as soon as possible to a Safeguarding Coordinator. We have a dedicated email address for which children, young people and adults alike can use to raise any concerns they have and send through written reports for our records.

- [safeguarding@harrogatevineyard.org.uk](mailto:safeguarding@harrogatevineyard.org.uk)

Safeguarding concerns are recorded in a secure location. This enables the safe and secure recording and managing safeguarding and wellbeing concerns. The Designated Safeguarding Lead will contact **thirtyone:eight** if required and follow the advice that they give. All reports will be logged onto this document so that the situation can be tracked and updated.

### Who oversees safeguarding?

The Board of Trustees' responsibility is of an administrative and advisory capacity supporting the full implementation of Safeguarding at a local level in partnership with the church. Senior Pastors are responsible for ensuring that Safeguarding policies and processes are implemented and that appropriate resources are available.

Our Vineyards Kids & Young People's leaders act as **Safeguarding Coordinators** and are responsible for overseeing safeguarding in their areas.

This includes ensuring that their teams:

- Have gone through our safer recruitment process:
  - Have had a informal interview to assess suitability for the role
  - Are DBS checked and are suitable to work with children
  - Have received safeguarding training (see Appendix: Training), have been given a copy of this policy and know what to do if they have any concerns
- Are properly supervised and are following the policy guidelines and procedures

If you have further questions or comments, please contact the **Designated Safeguarding Lead**.

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## Leadership Safeguarding Statement

Harrogate Vineyard Church leadership recognises the importance of its ministry with children and young people and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our settings.

Harrogate Vineyard Church is committed to the safeguarding of children and young people ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that every child we have contact with knows this; and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of harm.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and young people.
- We believe in the necessity of creating a healthy culture within Harrogate Vineyard church where the value of all people is recognised, and challenges are responded to appropriately.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and young people and good practice recommendations.
- Respecting the rights of children as described in the UN convention on the rights of the child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that volunteers and staff adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following Vineyard denomination and organisational guidelines in relation to safeguarding children and young people.
- Supporting the Harrogate Vineyard Church safeguarding co-ordinator in their work and in any action they may need to take in order to protect children/young people.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the Harrogate Vineyard Church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

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- Supporting all attending the Harrogate Vineyard Church affected by harm.
- Adopting and following the 'safe and secure' safeguarding standards developed by **thirtyone:eight**

**We recognise:**

- Children's services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or young person then speak to the approved safeguarding co-ordinator for Harrogate Vineyard Church.

## Recognising Abuse & Harm

*Abuse is a violation of an individual's human and civil rights.*

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### How might I recognise abuse or harm?

This can be difficult as signs of harm aren't always obvious and a child or vulnerable adult might not tell anyone what's happening or even realise that what's happening to them is abuse.

Abuse and neglect are forms of maltreatment of a child: inflicting harm or failing to prevent harm.

Children may be harmed in a family or in an institutional or community setting; by those known to them or, more rarely, a stranger. They may be harmed by an adult or adults or another child or children.

### Types of abuse

#### Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, FGM or otherwise causing physical harm. It may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

Signs of possible harm include: injuries not consistent with the explanation; or in abnormal locations; or that haven't been treated; or using clothing to cover injuries; persistent toileting.

Note the location, size and shape of burns, scalds, bite marks, open wounds, punctures, fractures, broken bones, scarring. Other things to look out for are respiratory problems, frequent vomiting, drowsiness or seizures

#### Emotional Abuse

*Persistent* emotional maltreatment. It may involve conveying that the individual is unloved, inadequate, making fun of them, bullying, cyber-bullying, seeing or hearing the ill-treatment of another (eg. witnessing domestic violence).

Signs of possible harm include: changes in mood or behaviour, aggression, attention-seeking behaviour, nervousness, obsessions or phobias, persistent tiredness, struggle to control emotions, overly affectionate to people they haven't known long, lack confidence, unkind to others and/or animals, unusual lack of attachment to a parent, lack social skills, few friends, running away/stealing/lying/self-harm.

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## Sexual Abuse

Forcing or enticing an individual to take part in any sexual activities, whether or not the individual is aware of what is happening. It can involve physical contact (penetrative or non-penetrative) and non-contact activities (including viewing pornography, grooming or encouraging individuals to behave in sexually inappropriate ways).

Signs of possible harm include: excessive preoccupation with sexual matters, sexualised drawings, detailed knowledge of adult sexual behaviour, fear of a particular person or group of people, severe sleep disturbances, eating disorders, withdrawn, sudden behaviour changes, anxious, clingy, soils clothes, obsessive behaviours, risk taking, aggression, suicidal thoughts and self-harm, drugs, alcohol, unexplained sources of money, missing school.

## Neglect

Persistent failure to meet an individual's basic physical and/or psychological needs. Neglect may include failure to provide adequate food, clothing or shelter, supervision, protection from harm, access to medical treatment or response to basic emotional needs. It can occur during pregnancy as a result of maternal substance abuse. This can include self-neglect in vulnerable adults.

Signs of possible harm include: children being out late at night or left home alone for extended periods. Poor hygiene (smelly, unwashed clothes, inadequate clothing, frequent untreated nappy rash), poor appearance (dirty, unbrushed matted hair, over tired), hungry, health problems, development problems, living in an unsuitable home (dog mess, no heating, undisposed waste), taken on the role of carer, left alone for long periods of time, Health or other needs not being taken care of.

## Spiritual Abuse

Linked with emotional abuse, could be seen as an abuse of power or an over-controlling relationship. It involves convincing people to say, do or think things without allowing them to think for themselves.

## Exploitation through Online Grooming

Online Grooming describes the process of developing a friendship or relationship with a child online, with the intention of abusing or exploiting them. Offenders may use social networks, online games or live streaming sites to identify and communicate with young people.

Signs of possible harm include: Being secretive about who they're talking to or what they're doing online, Spending significantly more or less time on their phone or social media, Changes in mood or behaviour immediately after using the internet, Self-harming or feeling suicidal.

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## Criminal Exploitation

Criminal Exploitation involves organised criminal gangs taking advantage of an imbalance of power to coerce, control, manipulate or deceive an individual into criminal activity in exchange for something the victim needs or wants, for the financial advantage or increased status of the perpetrator or facilitator through violence or the threat of violence.

Signs of possible harm include: changes in behaviour, frequently missing from care, home or education, unexplained money, gifts or new possessions, unexplained injuries, graffiti-style tags on possessions, carrying weapons, interest in music which glorifies weapons and gang culture, getting involved in fights, committing crimes such as shoplifting

## Institutional Abuse

Mistreatment or abuse by a regime or individuals within an institution (eg. hospital or care home) or in the community. It can be repeated acts of poor or inadequate care and neglect or poor professional practice.

## Financial or Material Abuse

Inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Signs of possible harm include: withdrawal of large sums of money, personal possessions going missing.

## Discriminatory Abuse

Inappropriate treatment of an individual due to their age, gender, race, religion, cultural background, sexuality or disability. It links to all other forms of abuse.

Signs of possible harm include: withdrawal, exclusion, loss of self-esteem.

## Female genital mutilation (FGM)

FGM is the partial or complete removal of the external female genitalia. It commonly occurs to girls between the ages of a few days old to 15 years. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.

8 African countries still condone the practice. The countries with the highest rate of women experiencing FGM are: Somalia, Egypt, Mali, Guinea, Sudan, Sierra Leone. It is also common in the Middle East, including Syria and Iraq.

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There are serious consequences to FGM:

- Short term: tetanus, severe pain, bleeding, infection. These can result in death.
- Long term: cysts, chronic pain, problems with fertility, on-going infection, intense pain during intercourse.
- Women also often suffer very severe psychological trauma including flashbacks and depression.

Signs, symptoms and other indicators:

- Knowledge that an older sister has undergone FGM
- A family arranging a long term break abroad
- Child talks about going abroad to be 'cut' or got ready for marriage or a special ceremony

Since 31st October 2015, a statutory duty has been placed upon providers to report to the police where they discover FGM either through disclosure of the victim or visual evidence. Failure to report FGM has legal consequences. While it is unlikely that FGM would be discovered within the setting of the Harrogate Vineyard Church events, we have a duty of care to make staff and volunteers aware of the potential signs and symptoms of FGM and to respond to them in the same way as any other signs and symptoms of abuse.

## Modern slavery

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

- Spend a lot of time doing household chores
- Rarely leave their house or have no time for playing
- Be orphaned or living apart from their family
- Live in low-standard accommodation
- Be unsure which country, city or town they're in
- Can't or are reluctant to share personal information or where they live
- Not be registered with a school or a GP practice
- Have no access to their parents or guardians
- Be seen in inappropriate places like brothels or factories
- Have money or things you wouldn't expect them to
- Have injuries from workplace accidents
- Give a prepared story which is very similar to stories given by other children.

## Other types of abuse: Domestic Abuse/ Violence, Forced Marriage

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## Prevent duty

In July 2015, it was made statutory that all organisations comply with the prevent duty. For more information, refer to the [Prevent strategy 2015](#).

The prevent strategy was put in place to:

- Respond to the challenges of terrorism and the threat we face from those who promote it.
- To prevent people being drawn into terrorism and ensure they are given the appropriate advice and support.
- To work with sectors where there are risks of radicalisation.

Staff / volunteers should be aware that radicalisation often happens online.

Signs and symptoms of radicalisation include:

Changes in emotion – becoming withdrawn, depressed, aggressive, having an identity crisis

Physical changes - online more, isolated, new peers, appearance changed significantly

Verbal changes – Judgemental, argumentative, extremist narratives, personal crisis

## Handing an allegation

For Harrogate Vineyard Church, the most important consideration is to safeguard and promote the welfare of the children at their events. Any allegations of abuse or a safeguarding disclosure must be taken seriously.

The Harrogate Vineyard Church has a duty and a legal obligation to report all allegations of abuse to the relevant statutory and voluntary authorities. Allegations may come directly from a child or young person or from a fellow team-worker. Allegations may refer to a family member, or to someone outside the family such as a teacher, youth leader, or pastor etc. No groups of people are exempt from being abusers or from being abused.

If someone tells you of something that has happened:

- Take them to a place out of earshot but still in sight of others
- Try to remain calm regardless of your feelings
- Allow time and space for the person to talk
- Listen without interrupting
- Be attentive and look at them while they are speaking
- Do not communicate blame and show acceptance of what they say – reflect back words or short phrases they have used
- Be aware that they may have been bribed or threatened not to say anything
- Be honest and don't make promises you can't keep regarding confidentiality using language that is age and ability appropriate
- If they decide not to tell you after all, accept their decision but let them know that you're always ready to listen

*“You have done the right thing in telling me....*

*I am glad you have told me....*

*I will try to help you...”*

**Make notes as soon as possible**, writing down exactly what was said and how you replied as well as the context of what was happening at the time of the disclosure and who else was present. These should be handwritten unless you have a digital device with you and can email your notes immediately. Record dates and times of the events and when you made the record. Notes should be given to the safeguarding lead who will store them securely and keep them indefinitely (including handwritten notes even if these are typed up subsequently).

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**Notify the safeguarding coordinator** or safeguarding lead as soon as possible within 24 hours. In some instances, this will need to happen after immediate action to ensure the safety of the child, such as calling the police or an ambulance.

Do NOT attempt to investigate or address the issue yourself.

The safeguarding coordinator will immediately contact thirtyone:eight and follow the advice that they give and will also inform the safeguarding lead.

If you do not feel your concerns get responded to appropriately or in a timely way, please do contact either Thirtyone:eight directly for further advice, or contact the appropriate Social Care Team.

Do NOT inform or return the child to their parents/carers if they are the source of the danger.

# Recognising and responding appropriately to an allegation or Suspicion of abuse

## Understanding abuse and neglect

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children 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.

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

## Safeguarding awareness

The leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and, at events, will be provided with information in relation to safeguarding issues, including what to do in the event of a disclosure or an observed safeguarding issue.

## Responding to allegations of abuse

It is worth noting that the role of Wharfedale Vineyard in any potential safeguarding situation is one of information gatherer and alerter and not that of investigator. Any formal investigations of safeguarding situations will be undertaken by the local authority in conjunction with the police. Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse

## Appointing Team Leaders and members

At Harrogate Vineyard Church we take child safety very seriously. This means that we want all team onsite, whether volunteering, in paid employment or as a guest of Harrogate Vineyard Church to understand the nature of our 'duty of care' and what this means for their conduct when coming into contact with children and other vulnerable people.

Our 'duty of care' is in part exercised through the development of respectful and caring relationships but also by all team members onsite taking all reasonable steps to ensure the safety and wellbeing of those for whom they have responsibility, particularly in relation to safeguarding them from neglect, sexual, physical and emotional abuse. Before individuals start working or volunteering in positions which have contact with children, they should understand and acknowledge the responsibilities and trust inherent in their role.

All team members working in roles where there is contact with children are in positions of trust. It is therefore vital that all team ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Team members should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child is never acceptable and if concerns arise in this area, this should be reported to the appropriate church leader who will confer with the Harrogate Vineyard Church safeguarding coordinator.

The trusting relationship between adult and child or young person means the adult should never:

- Use their position to gain access to information for their own or others' advantage.
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine.
- Use their status and/or standing to form or promote relationships that are, or may become, inappropriate.

In the context of this environment everyone who carries out a role at any event is in a unique position of trust, especially in the eyes of a child. It is therefore possible, because of this position of trust, for someone to have unsupervised access to children whilst they are at the event (the definition of a child as far as Harrogate Vineyard Church is concerned is anyone under the age of 18).

The best way to protect the children and young people that we come into contact with at any event is by following good practices that promote and protect the safety of children and young people.

These would include but not necessarily limited to:

- Not spending time alone with a child.
- Not putting yourself in a situation that may lead to allegations being made against you.
- Not maintaining contact with a child after the event.
- Being vigilant – if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please report this to your church group youth leader.

## Adult Application Process

All those over the age of 16 regularly interacting with children and young people or over the age of 18 who are providing a role which qualifies as regulated activity\* must complete all stages of our Safer Recruitment and Selection process. This applies to group leaders, helpers, hosts, mentors, worship leaders with under 18's in their bands and any other roles for regular and one-off events.

- 1) Church Application – applicant to engage in 1:1 chat/discussion with Senior Pastors
- 2) Online DBS Application with 31:8 – applicant to complete consent form and to provide to required documents to confirm ID
- 3) DBS Update Service – applicant to sign up for the update service
- 4) Safeguarding Training – applicant to attend training sessions as requested
- 5) Complete 3-month probationary period

General eligibility: Regularly attended the church for at least 3 months, no history of violent or sexual offences, no concerns raised about their suitability.

Once all of these stages have been completed then the team member will be a fully-fledged part of the team. During these stages they are included as adults in calculating ratios, but cannot be involved in toilet supervision and must not be allowed 1:1 time with a child or young person.

\*Activities may be seen as a regulated activity if carried out by a church member rather than as a private arrangement between family, friends or neighbours. This could be:

- Transporting adults to or from places where they will receive Health care, Personal care, Social work services
- Assisting with Cash, Paying bills, Obtaining shopping
- Regular formal pastoral counselling

Please refer to regulated activity flowchart at the end of the document for more details.

## Young Leaders Application Process

We aim to release and develop young leaders to be part of our Vineyard Kids team (not with under 3 year olds). Young leaders won't count as adults in the ratios but will be additional children who still need suitable support. When appointed, young leaders will have a trial session before becoming a regular part of the team.

Young leaders will be placed in teams where the week leaders have capacity to train and develop them as they serve and placements will be reviewed termly.

- |                                  |  |
|----------------------------------|--|
| 1) Young Leader Application Form | applicant to complete application form |
| 2) References taken up           | references from youth leaders          |
| 3) Trial session                 | taster session to check suitability    |
| 4) Safeguarding Training         | applicant to attend training session   |

General eligibility: Year 9 upwards, regular church attenders who have been known to the leaders for a significant length of time (3 years or more), need to have their parent/carer's permission, willingness to learn and serve.



## Team Code of Conduct

Team members working with Children, Young People and Vulnerable Adults must always:

- Abide by our safeguarding policy and follow our safeguarding guidelines
- Listen to, respect and value people at all times
- Treat everyone fairly, without prejudice or favouritism
- Challenge any unacceptable behaviour in an appropriate way
- Use language that is appropriate and not offensive or discriminatory
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing

If you have any concerns about the actions or behaviour of team members, these must be reported as soon as possible to a Safeguarding Coordinator.

The Safeguarding Coordinator will investigate the concerns raised, and take appropriate action where required.

If you do not feel your concerns get responded to appropriately or in a timely way, please do contact the Designated Safeguarding Lead.

## 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 Harrogate Vineyard Church.

Support is offered to all those attending or volunteering at Harrogate Vineyard Church events through the availability of Pastoral Staff, Vineyard Kids, Youth and small group leaders. They endeavour to signpost those in need to the relevant support networks and if appropriate statutory agencies.

### Working with offenders

Harrogate Vineyard Church would not knowingly employ or have a person in a voluntary role who has been convicted or received a formal police caution in relation to an offence against children or adults at risk. Any information that raises issues of offending history will be risk assessed and advice sought from Thirtyone:eight.

## Practice Guidelines – Vineyard Kids & Youth

### Consent Forms



Consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event. A consent form, once completed will cover a child for all events in that academic year with new consent forms being issued each September in order to keep information up to date. It is the responsibility of parents to make us aware if any of their information changes.

Consent forms should be completed for all guests at the start of an event before their parents/carers leave in order to ensure their safety throughout the event. Where young people turn up unaccompanied leaders will take contact details from them and follow up with parents/carers regarding consent forms.

Consent forms include on them a separate line for giving permission for photographs/videos to be taken of the child in question.



### Registers



Registers are important as they show us who was present (including any guests & parents staying in to settle their children) at any given event. They also show who is responsible for ensuring the safety of those present. If parents/or carers stay in the room during Vineyard Kids their names must be recorded on the register and they are not permitted contact with children other than their own as they should only be present to enable their child to settle in.

**Signing in:** Children remain under parental supervision until they are signed in for a specific activity by a parent (or someone designated by the parent)

**Signing out:** Children may not leave their groups until they have been signed out by a parent (or an adult designated by the parent)

### Toilet Trips



Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group.

While the group is running, children who are independent at toileting may go to the toilet unaccompanied or be accompanied by a children's leader as appropriate based on age.

If children require their nappies to be changed, then parents will be asked to come and do this.

## Risk Assessments

All organisation Health & Safety Risk assessments must review the levels of safeguarding Risk and ensure that the correct control measures are in place



## First Aid

First Aid kits should be available at all events for use by trained first aiders and medical professionals.

If medical assistance is required this should be sought as soon as possible and the child's parent/carer should be contacted.

## Physical Contact



Physical touch must be related to the child's needs and not be initiated by the adults. It must always be age appropriate and always in public. This extends to praying where permission should always be sought before the laying on of hands, and should always be in an appropriate way and in a public setting.

## Guidelines for sharing Prophetic Words

Prophetic words that are shared with Vineyard kids by adults should also be shared with their parents.

**Mentoring** is a relationship based between a young person and an adult with whom they have chosen to meet up on a regular basis. The role is about listening to a young person, supporting, encouraging and praying with them. There is an application form which parents need to sign giving written consent the mentoring relationship which must be same gender only.



When arranging to meet up, the mentors should make sure that the young person's parent and the relevant youth leader are aware of where and when they are meeting and try to only meet in public places such as cafes.

## Cars, lifts and travelling



We expect parents to arrange and provide lifts for their children. If a child is waiting for a lift home there should be two leaders present.

If you are giving lifts as part of the team rather than a personal favour then you need to have business cover in place on your insurance. If it is not possible to have two leaders present then lifts must be same gender only and make sure that your team leader and the child's parents know what you are doing.

For any events involving the group travelling there should always be two leaders present. Seat belts must be worn where present and drivers should ensure that they keep to the speed limits and take breaks where needed. We do not permit the use of any telephones (handheld or not) whilst driving.

## Social Media, Emails, Texts, Chats & Messaging



Communication is a good thing but can sometimes be misinterpreted therefore please be sensible! We encourage communication to take place in the public domain as much as possible – e.g. on a group page in Facebook rather than a private message.

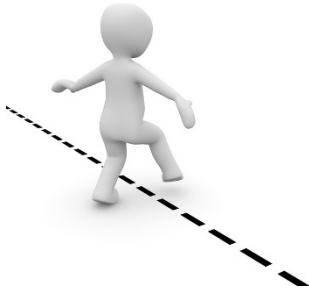
However we recognise that this is not always possible and so where there are emails, texts, chats or messaging we encourage leaders to try to keep this just to communicating arrangements for activities of events. These should not be deleted in the event an allegations made.

Prolonged personal conversations can be misconstrued – consider how the child or young person's parents/carers would feel if they were to find the message. If it could be deemed inappropriate or taken out of context please don't send it. Where pastoral issues are brought up in communication, an appropriate face to face meeting is the best place to talk it through.

To protect everyone it is our policy to discourage all but essential *private* electronic communication and to **copy all messages and replies where there is anything of note or concern to the safeguarding email address.**



## Behaviour Management



We want to make sure that our groups are places where children and young people can develop self-confidence, emotional maturity and respect for each other and their leaders. This is to ensure that they have a safe place in which they can develop their relationship with Jesus.

With this in mind, clear instructions should be given so that children and young people know what is expected of them. These expectations should be reinforced in a positive and consistent way with the children and young people being given time to respond and taking ownership of their own behaviour and the consequences.



If behaviour is inappropriate, dangerous or disrespectful and the child or young person is not responding to the group leader then parents will be involved. Our aim is to manage behaviour and work with families to ensure that sessions aren't disrupted for other children and young people.

For more information please refer to the Behaviour Policy for working with children (3-18's).

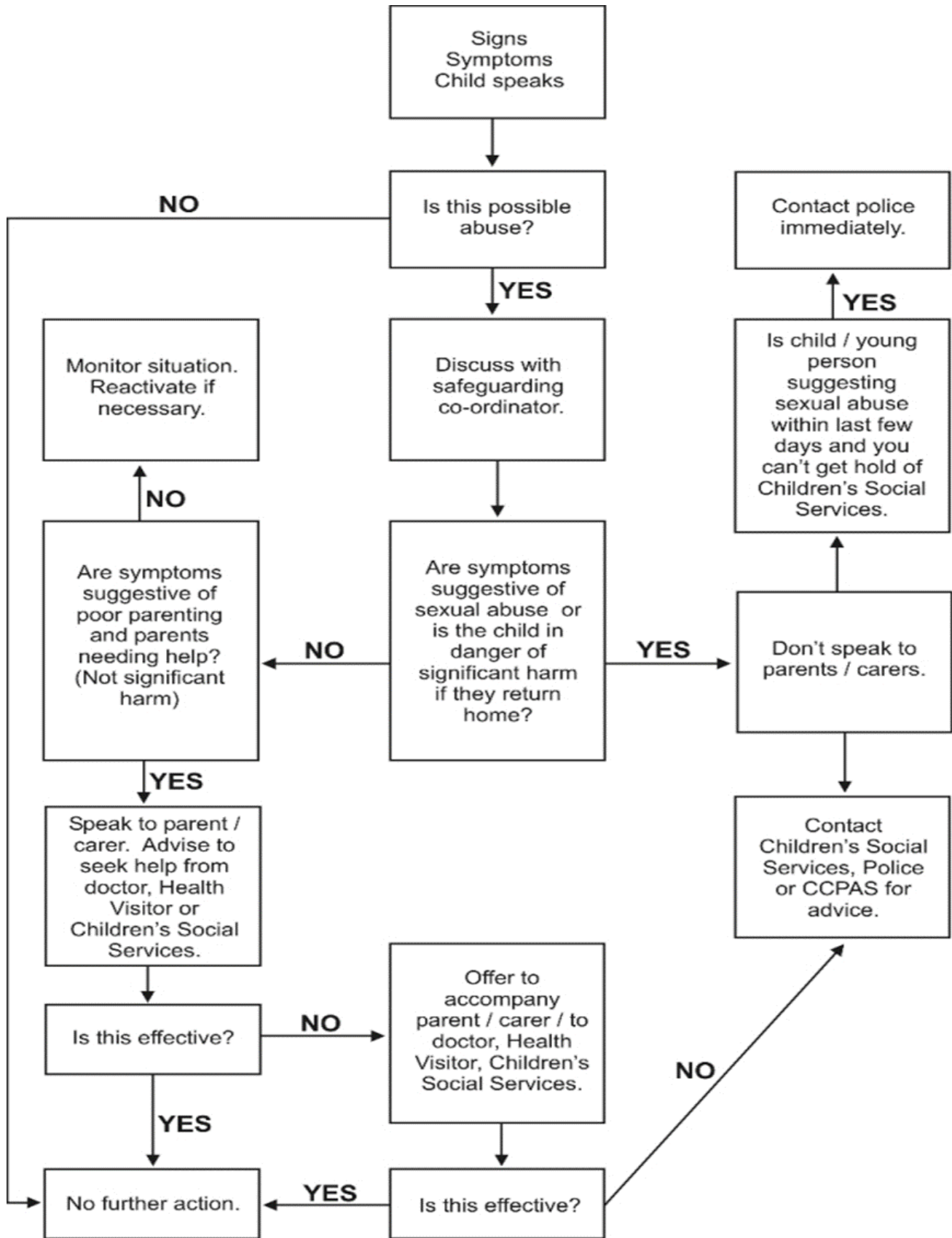
## Child to Adult Ratios

<b>Ages 0 - 3 years</b>	One adult to every 3 children
<b>Ages 3 - 5 years</b>	One adult to every 4 children
<b>Ages 6 - 18 years</b>	One adult to every 8 children

### Notes:

- These ratios are guidelines and in certain situations it will be necessary to have a higher number of adults present.
- There must always be two or more adults for each group and where appropriate these should include both men and women where the group is of mixed gender.
- Where possible, if only two adults are supervising the two adults should not be related in order to protect the adults should an allegation be made.

# Safeguarding Flowchart



## Practice Guidelines – Pastoral Care for those with complex needs & Vulnerable Adults

Broadly speaking, a vulnerable adult is someone: aged 18 or over, who receives or may need community care services because of a disability, age or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

We choose to extend these practice guidelines to be best practice in dealing with a wider range of people than the statutory definition requires us to. Therefore, we would apply many of these general principles to those with learning difficulties, special communication needs (including not speaking much English), mental health challenges and also we recognise that someone may be classified as a vulnerable adult in the short-term for a huge variety of reasons including, but not limited to:

- a difficult medical diagnosis
- a bereavement
- a divorce or marriage breakup
- the late stages of pregnancy
- a newborn baby
- redundancy / loss of income

### Here are some general best practice guidelines:

- Always seek to protect the dignity and safety of those you are working with
- Seek to promote independence and steer away from dependence
  - Anyone receiving care and support will value independence highly, as it brings with it dignity, control, self-esteem, and fulfilment.
  - Enabling and supporting the person in your care to maintain an active mind and body as much as possible, within their abilities, whether that is something as simple as taking care of their own personal hygiene, or engaging in social activities regularly.
  - Create a sense of achievement and pride in the individuals' accomplishments
- Ensure that pastoral relationships are same-sex only
- Remain aware that in certain circumstances it may be deemed appropriate for pastoral visits to only be carried out with two people present
- If giving lifts you need to ensure that you have business cover on your car insurance, a valid MOT and that your car is roadworthy. Seat belts must be worn where present and drivers should ensure that they keep to the speed limits and take breaks where needed. We do not permit the use of any telephones (handheld or not) whilst driving.



**Looking after your own boundaries:**

- Recognise that if something is emotionally challenging - find a way to appropriately share it and get support
- Only give out your phone number if you're happy to do so – preferably a mobile number (as this can be switched off if necessary)
- Only give out your address once you know someone and are happy to do so
- Remain aware of any safeguarding or domestic violence issues and report any concerns as required
- Looking after the team: agreeing a joined-up approach and all adhering to it
- **Meet in public places and:**
  - Let a friend or family member know where you're going, when you're due back and who you're with
  - Take a charged mobile phone with you
  - If you become worried or have safety concerns leave the situation – do not get involved in any conflict situations
- If as a leader one of your group wants to give you a significant gift please do let your small group overseer know about it for the sake of transparency.
- If someone in your group is in need of financial support we'd strongly encourage them to use the give help, get help structure (Leeds). It may be that you and your group want to 'give help' and that you encourage the person in need to sign up to 'get help'. Giving via this structure aims to reduce dependency on individuals and allow for a consistent approach to those in need.

If there are children in the home you are meeting in we recommend you follow these guidelines to safeguard your own children:

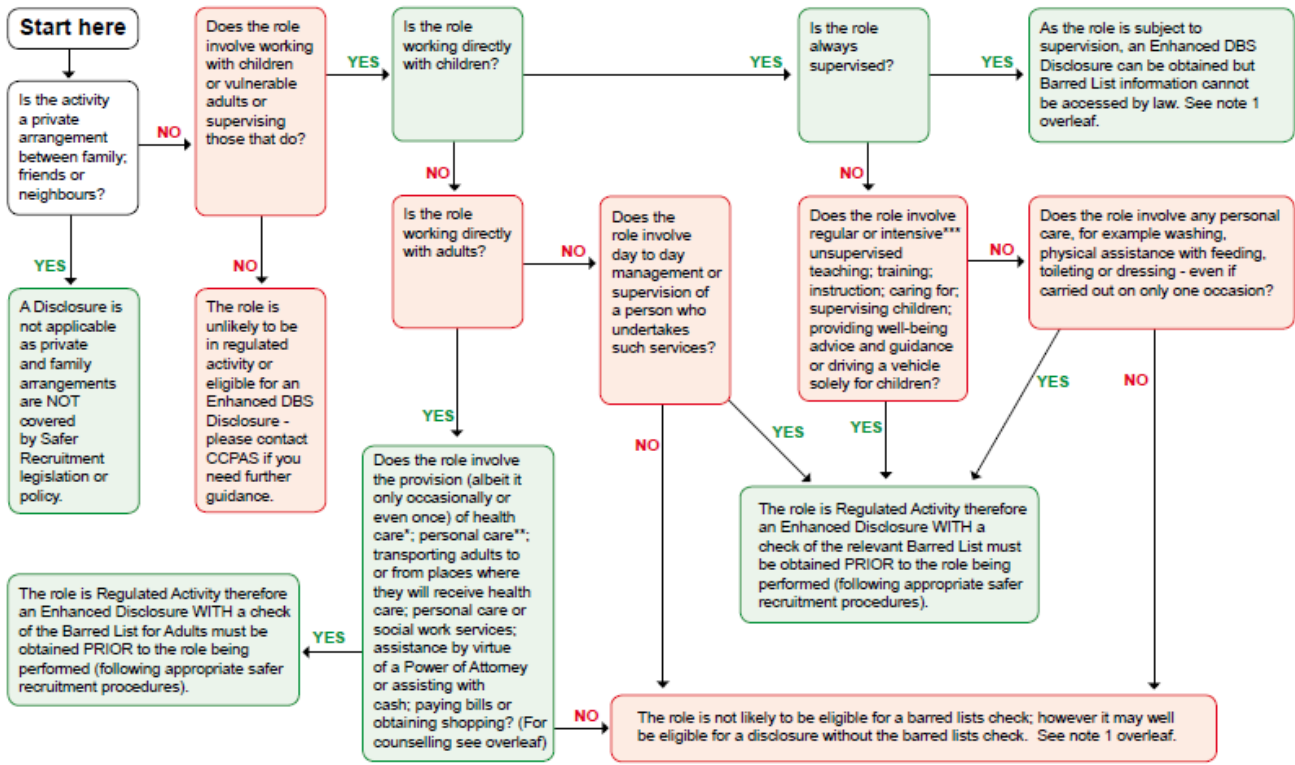
- Set clear boundaries with your group regarding going upstairs, ideally ask everyone to use a downstairs toilet (if you have one)
- If your only toilet is upstairs we suggest you show your group members where the toilet is so they don't accidentally stray into bedrooms
- If you don't know some group members too well you might want to pop upstairs while they are using your upstairs bathroom
- Take note if your children express feeling uncomfortable around any of your group members and let one of the Safeguarding Leads know

The Pastoral Staff will maintain a confidential list of those with complex needs and vulnerable adults who are part of the church community with the sole aim of protecting this group of people and those around them. We recognise that some people will be on this list short-term and others longer-term with others as potential vulnerable adults.

**If someone is at risk to themselves or others this must be shared with the Safeguarding Lead and/or the police IMMEDIATELY.**



# Regulated Activity Flowchart



## Note 1: DBS Checks for those not in Regulated Activities

If an applicant is not in Regulated Activity (as per the chart) but works with children and/or vulnerable adults then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the Charity Commission's expectation (and many insurance companies) that you apply for a DBS check where the applicant's role is legally eligible for one. Please contact Thirtyone:eight if you need further clarification.

## Note 2: Definitions:

*\*Health Care:* is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care. Psychotherapy and counselling are included when provided by or referred by a health care professional. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed regularly or intensively they would be eligible for an enhanced DBS check. First Aid is only included when the First Aider works specifically for an organisation that offers those services i.e. St John Ambulance and therefore a volunteer who is a designated First Aider is not within Regulated Activity. Peer support groups i.e. Alcoholics Anonymous are not covered by Regulated Activity.

**\*\*Personal Care:** is defined as those who provide an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability. Additionally those who prompt and supervise an adult who, due to age, illness or disability, cannot make the decision to eat; drink; go to the toilet; wash; dress or care for their mouth, skin, hair or nails without prompting and supervision are deemed to be in Regulated Activity. Those who trains, instructs or provides advice relating to eating, drinking, toileting, washing, dressing, oral care etc due to age, illness or disability is in Regulated Activity. In circumstances where a hairdresser or a person cuts the hair of an adult are excluded from Regulated Activity.

**\*\*\*'Regularly'** is once a week or more; 'intensively' is four or more days in a 30 day period or overnight.

**Note 3: Scenarios of Roles and their eligibility basis:**

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker on a rota would only be in a Regulated Activity if they work unsupervised every week or more; if they work less than this they would still be eligible for an enhanced DBS check without a check of the barred lists whether or not they are always supervised.
- Purely administrative roles i.e. Church Administrator or treasurer are NOT eligible for a Disclosure as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive church members to their GP surgery or hospital appointments is working in Regulated Activity.
- The volunteers who are part of the rota to bring church members who would otherwise be unable to attend church, are NOT engaging in Regulated Activity as Church services are not covered by the Protection of Freedoms Act - unless they collect Care Home residents, in which case they would be in Regulated Activity.
- A counsellor who receives referrals from a Health Care Professional will be in Regulated Activity. If the counsellor does not receive referrals but works with children or vulnerable adults they will be eligible for an enhanced DBS check without a check of the barred lists.
- A luncheon club/foodbank or street outreach (e.g. Street Pastors) whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children regularly or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

## Appendix 1: Youth Communications Policy

At Harrogate Vineyard Church, we are committed to providing an environment that values our children and young people by promoting their welfare and protecting them from harm both in person and through our communication.

### Social Media Accounts

Harrogate Vineyard Church currently uses the following Social Media accounts:

	Platform	Address / URL	Purpose
5	Facebook-	<a href="http://www.facebook.com/harrogatevineyard">www.facebook.com/harrogatevineyard</a>	
	Instagram	<a href="http://www.instagram.com/harrogatevine/">www.instagram.com/harrogatevine/</a>	
	X (formerly known as Twitter)	<a href="https://twitter.com/harrogatevine">https://twitter.com/harrogatevine</a>	

## Use Policy

When using social media, Harrogate Vineyard Church are adopting the following policy in order to protect staff/leaders and young people engaging with this method of communication:

1. The page/profile must be password protected and the password will be held by the nominated officers as well as the leader in charge of that particular ministry.
2. The nominated officers will act as supervisors for social media sites and will monitor its content on a regular basis.
3. Any inappropriate posts by children/young people/leaders should be removed by the designated supervisor. Reasons for its removal should then be explained to the person who posted the content. Where possible the settings on the profiles should be set so that posts can be reviewed before being made public.
4. The use of personal addresses and telephone numbers should be avoided at all times. Except in situations where other communication is not possible and with the explicit permission of parents and documented knowledge of the ministry lead.
5. The identity of the young people should not be disclosed (ie- no tagging photos, no use of handles/profile names to be used in social media posts.)
6. Content of all postings should be consistent with the aims of the organization. In cases of doubt, leaders should seek advice from the nominated officers.
7. Leaders should only communicate to young people in public/open forums (for example group messages, conversation threads on public profiles.) In the event of sending an email, another leader should be cc'd into the conversation (can be bcc'd if necessary.)
8. Leaders should avoid communicating with young people late at night/ early in the morning.
9. Unless it is an emergency/safeguarding issue, communication should only happen between the hours of 8am-9pm.
10. In signing off posts/emails leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient e.g.: "xoxo". Simply sign your name.

11. If you are using emojis, they should reflect the information you are communicating. For example music notes can be used if you are communicating about worship. Never use emojis which could be mis-interpreted (hearts, lips etc). If in doubt- do not use.
12. Parental permission is required before pictures or videos of children or young people are posted online. This is given when parents fill out our parental consent form.
13. If the young person is over 13, permission is also required in writing from the young person. This is obtained from an additional section on parental consent form (we will need to be add).
14. Regardless of age, before posting on social media the photo should be shown to the young people to gain their permission for their photo to be on the site.
15. Photos should not disclose personal information about the child/young people (ie- school uniforms, address/location or names etc.)

## Additional notes when using Instagram/Facebook.

16. When advertising events only disclose time and date of event.
17. When posting “Stories” on Instagram/Facebook, always highlight the story and bookmark it in the relevant section. This is so that all information that has been posted can be accessed at any time (not just for 24 hours).

## Communicating via social media applications

Those leading our youth small groups will now need to communicate with youth on social media using mobile devices.

The following apps will be used to help us communicate and pastor our young people:

- Whatsapp
- Zoom
- YouTube
- Spotify
- Facebook
- Instagram

### WhatsApp

WhatsApp, is a free group messaging app, that also allows free phone calls and Facetime group messaging. Any groups with young people must have appropriate moderators present in them..

Contacting young people in group chats will be to:

1. Communicate information about what is happening online which they can connect with. For example: Dates, times of YouTube videos, weekly challenges etc.
2. Texts by means of encouragement to young people (as a group). For example: “Hope you aren’t worrying too much” or “We know it’s hard to get motivated for home school, but we

have Instagram content going live at 4pm which will cheer you up!” When texting messages like these, keep them general, light-hearted and within a group chat context.

On occasions when you are unable to include another leader, please let Maggie (Youth pastor know that you have contacted them).

Where possible if a female leader messages a male young person, a male leader should be included in the message and vice-versa.

3. Leaders working with young people should only have a young person’s number in the following circumstances:
  - a) if the young person is over the age of 16 and has given prior consent for us to hold their data (this is in compliance with GDPR) and nature of their involvement requires it (for example: a young person is serving within one of our children’s rooms.)
  - b) The leader copies a HVC work phone into messages; and parental/child consent has been given.
  - c) If a leader has a young person’s phone number, it should only be used for the purposes given. (The leader should not share the number.)
4. All parents should be made aware that WhatsApp share data into with Facebook and Instagram.

**Whatsapp MESSAGING SERVICE.**

With the change in GDPR legislation (2018), it is now against HVC policy to hold personal data of an individual if:

1. They are under 13 and we do not have parental consent
2. They are over 13 and we do not have their personal consent as well as their parent.

We are also not permitted to share their contact details with anyone else.

Whatsapp is used to message groups.

The App has an advisory age of 16. Youth under the age of 16 will not be asked to download the app.

With this in mind, the following steps will be taken.

1. Parents have been notified of the advisory age.
2. We have explained to parents how we use the app and the importance of having a way to communicate with young people.
3. We have recommended that for those who are under 16 that parents could download the app themselves and allow young people to access it for youth purposes- this means that they can monitor all communication via the app. Some parents have already allowed their young person to have the app under 16 – where this is the case, Maggie will discuss with the parent and young person to agree what is appropriate. A 14/15yr old as opposed to a 11/12yr old.

## ZOOM

The following process when using zoom will be adhered to:

1. Where possible, zoom calls should be carried out with more than one young person or more than one leader.
2. When this is not possible, the leader may request for a parent or another adult to be present.
3. When scheduling a zoom send the link to young people and their parents and let everyone know the date and time.
4. Inform parents of the leader(s) and young people who will be present on the call
5. Recommend young people to keep the door open of the room they are in whilst on the call
6. Audio and video should be switched on by both leader and young person
7. Appropriate clothing should be worn by both leaders and young people (no pyjamas, vest tops or revealing clothing).
8. Plan questions for young people (where possible) ahead of time and place these in the chat section. Any follow-up to these questions should be placed within the chat.
9. If you have a prophetic word for a young person, please record the section using the record tab on zoom. See 'communicating prophetic words' section for more information.
10. All leaders are required to fill out a "zoom evaluation" after each chat and pass on any concerns to Maggie as soon after the call as possible

## Facebook

Facebook can be a useful means of communicating information to our young people and parents, however, it needs to be used safely and carefully.

Staff of Harrogate Vineyard Church will communicate information via Facebook and will use these platforms as "Notice-boards" to sign post and communicate the support available each week.

**The following process will be adhered to:**

1. Staff of HGV will not be 'friends/followers' with anyone under the age of 18 who attends our church. It is also our policy that our kid's and youth leaders will not be friends/followers on social networking sites with any of the young people in the group that they lead.
2. We do allow young people to follow leaders on social media as this allows them to see how we live our lives for Jesus/ lets them see how to use social media in a healthy way. If you are a leader who chooses to allow young people to follow you, please let Maggie/nominated person know.
3. If Young people want to engage with ministries via social media, they will be encouraged to follow our church profiles to stay up to date with information about individual ministries.



## Instagram

Instagram can be a useful means of communicating information to our young people and parents, however, it needs to be used safely and carefully.

Staff of HGV will communicate information Instagram and will use these platforms as “Noticeboards” to sign post and communicate the support available each week.

The Youth Will have their own private youth Instagram group for the purpose of journaling their activities and reflections – monitored by leaders.

### The following process will be adhered to:

1. Staff of HGV will not be ‘friends/followers’ with anyone under the age of 18 who attends our church. It is also our policy that our kid’s and youth leaders will not be friends/followers on social networking sites with any of the young people in the group that they lead.
2. We do allow young people to follow leaders on social media as this allows them to see how we live our lives for Jesus/ lets them see how to use social media in a healthy way. If you are a leader who chooses to allow young people to follow you, please let Maggie/nominated person know
3. If Young people want to engage with ministries via social media, they will be encouraged to follow our church profiles to stay up to date with information about individual ministries.

## Communicating prophetic words to young people

As a church, we value and encourage and train our young people to hear from God and to exercise and lean into the prophetic. When a leader/adult has a prophetic word for a young person the following policy should be followed.

1. Where possible, pray with another leader present (this will most likely be done using zoom).
2. On occasions where this is not possible; for example, 1-2-1 meeting over zoom. Communicate your word to the ministry leader.
3. Where possible, write the word on the chat section of zoom so that the young person and you have a written record of it. This not only helps the young person remember what you have said, but also ensures that what you have said cannot be misinterpreted.
4. If the young person is under 16, inform the parent that you have prayed for their child. You do not need to disclose what you said but do let the parent know that it has been written down and is with the young person.

## Appendix 2: Training

Harrogate DSL team	
Person/ role	Training in place
Maggie Gee (DSL)	Safeguarding for DSL's (2023) <i>thirtyone:eight</i>
Judith Campbell (Safeguarding trustee)	Safeguarding for DSL's (Jan 2020) <i>thirtyone:eight</i>

### Training needed in each location:

Roles	Training proposed
Paid Pastoral staff and Key Volunteers	Minimum of entry level Safeguarding (adults/children) - <i>thirtyone:eight</i> Adults at Risk of Harm training - <i>thirtyone:eight</i> Safeguarding Children & Young People training
Oversight of small groups <i>(often pastoral staff)</i>	<i>thirtyone:eight</i> Adults at Risk of Harm training
Oversight of Children/Young People's ministry <i>(often pastoral staff)</i>	<i>thirtyone:eight</i> Safeguarding Children & Young People training
Small group leader* <sup>1</sup>	<i>thirtyone:eight</i> Adults at Risk of Harm training or an in-house equivalent
Key leaders with Children/Young People	<i>thirtyone:eight</i> Safeguarding Children & Young People training or an in-house equivalent
Trustee <sup>2</sup>	<i>thirtyone:eight</i> Safeguarding for Trustees

<sup>1</sup> Some small groups will have vulnerable adults in them but many will not. Only group leaders requiring the training will need to be trained.

<sup>2</sup> Proposal that there will be 1 trustee trained to this level at any time on the board who will report back after attending training.