



BOGNOR VINEYARD

SAFEGUARDING POLICY

May 2020.

Bognor Vineyard is a Charitable Company limited by guarantee registered in England and Wales under Company No 4093580 Charity Reg NO.1084904

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Section 1 Organisational Information

Details of Bognor Vineyard Church

Organisation name:	Bognor Vineyard Church
Office address:	5a Waterloo Square, Bognor Regis, West Sussex PO21 1TE
Telephone:	+44 (0) 1243 861113
General email address:	office@bognorvineyard.org.uk
Senior Leader:	Patrick Wicker
Senior Leader email:	patrick@bognorvineyard.org.uk
Safeguarding Coordinator (SC):	Jan Van Driel
SC telephone:	07969 643717
SC email:	Jan@bognorvineyard.org.uk
Deputy Safeguarding Coordinator (DSC):	Gaby Sartin
DSC telephone:	07778 314743
DSC email:	gaby@bognorvineyard.org.uk
Member of Denomination / Organisation:	Affiliated to Vineyard Churches UK & Ireland (VCUKI)
Denomination / Organisation Safeguarding Officer:	Gwyneth Mitchell
Denomination / Organisation Safeguarding Officer contact:	Gwyn.mitchell@vcuki.org.uk
Area Leader:	Nigel & Jo Fleming
Area Leader contact:	
Charity Number:	1084904
Company Number:	4093580
Public Liability Insurance Company:	Ansvar: Policy CCP2175179
Thirtyone: eight contacts:	Email info@thirtyoneeight.org 0303 003 1111

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Structure of the Organisation

Bognor Vineyard is an affiliated church to the Vineyard church movement in the UK & Ireland (VCUKI). VCUKI provides oversight, leadership and direction to Licensed Vineyard Senior Pastors and affiliated Vineyard churches.

Licensed Senior Pastors

VCUKI, through registered trademarks, owns and controls the right to use the 'Vineyard' name in association with the provision of certain religious products and services. These rights are licensed to certain individuals who have been selected by the VCUKI Leadership Group and have completed the VCUKI comprehensive application and vetting process. A licensed individual is known as a Licensed Senior Pastor (LSP) and has the right to use the Vineyard name in accordance with the VCUKI By-laws. Due to the nature of a senior pastor's work and their ongoing involvement in certain regulated activities, it is a requirement of the By-laws that all LSPs apply for an annual enhanced level criminal records and barring check and disclose this to VCUKI.

Affiliated Churches

Affiliated churches are independent legal entities responsible for their own legal compliance and safeguarding procedures. To be an affiliated church, a church must be led by a Licensed Senior Pastor and subscribe to the VCUKI By-laws. Failure to abide by the By-laws can lead to the removal of the right to use the Vineyard name by a senior pastor and the loss of a church's affiliated status.

Although responsible for our own safeguarding practices and procedures, it is strongly recommended by VCUKI that all affiliated churches adopt a robust safeguarding policy that is reviewed regularly, appoint a safeguarding lead and join a recognised safeguarding body such as Thirtyone:eight (or equivalent). Any affiliated church that does not follow this best practice to safeguard children, young people and adults with care and support needs, runs the risk of losing its affiliated status.

Description of what we do at Bognor Vineyard

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

As a church we host the following activities:

- Weekly Sunday morning service

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- Sunday morning children and youth groups.
- Various mid- week youth groups and activities.
- Various mid-week small groups meeting in people's homes as well as meetings and activities being held in our own meeting hall or elsewhere.
- Outreach events (such as Alpha Courses and 'Inflatable Sunday')
- Various regular and one off 'compassion ministry' events such as coffee mornings or lunches
- Men's and women's weekends

We also run Christians Against Poverty from our office which is a debt counselling service helps people manage their money and recover from debt.

Our youth and children also participate in various residential camps run by other organisations.

Safeguarding is defined in:

The Care and Support Statutory Guidance issued under the Care Act 2014 (for adults)

Working together to Safeguard Children 2018 (Children)

Our commitment

We (the Trustees) believe everyone has a responsibility to promote the welfare of all children, young people and Vulnerable Adults, to keep them safe and to practise in a way that protects them.

We will give equal priority to keeping all children, young people and adults safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Key definitions:

Child: A person under 18 years of age.

Vulnerable Adult: Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

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The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight (see contact details above).

The trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with care and support needs.

Section 2 Prevention

Understanding abuse and neglect

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

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:

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

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

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

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

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

Safer recruitment of Bognor Vineyard Staff

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

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

Appointments of volunteers working with Children, Young people and Vulnerable Adults.

The trustees will ensure that:

- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed *where necessary* (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safer Recruitment of Senior Pastors

Vineyard Senior Pastors have a varied working life that includes working in regulated activities with children, young people and adults in need of support and care. VCUKI is responsible for the licensing of these individuals to use the denominational name and take the selection and appointment of senior pastors very seriously. It is therefore a requirement that all senior pastors who are to be licensed:

- Complete the VCUKI pastoral application and discernment process
- Are approved for appointment by the Leadership Group and board of trustees (or their designated representatives)
- Complete a self-disclosure form and
- Obtain an annual enhanced level criminal records and barring check

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Safeguarding training for staff and relevant volunteers

The trustees are committed to on-going safeguarding training and development opportunities for staff and relevant volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our staff will receive induction training and staff and relevant volunteers will undertake recognised safeguarding training on a regular basis.

The trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Workers Code of Conduct

All staff and volunteers of Bognor Vineyard who work with children, young people and adults with care and support needs will receive a copy of the Bognor Vineyard Safeguarding Code of Conduct. The code is designed to safeguard children, young people and adults with care and support needs in any activity and help workers by providing them with the expected standards of behaviour as they carry out their work. The code can be found in Attachment 3 of this policy.

Section 3 Key Policies and Practice Guidelines

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

As well as a general code of conduct for workers we also have specific guidelines and policies that cover the main areas of associated with safeguarding those at risk.

General Guidelines

Data Protection

Bognor Vineyard takes data protection seriously and is committed to processing personal data fairly and lawfully. All staff and volunteers should familiarise themselves with the latest version of the Bognor Vineyard Data Protection Policy (available from the Bognor Vineyard office). Those staff and volunteers who are involved with processing criminal record checks must also familiarise themselves with the attached Storage, Handling, Use, Retention and Disposal of the DBS Disclosures Policy (Attachment 4).

Anti-bullying Policy

We believe that every individual is uniquely created by God and made in his image and likeness. As a result, we believe that everyone should be treated with dignity and respect. Bullying and harassment of any kind will not be tolerated in our organisation. If it does occur, children and adults are able to report the matter and it can be dealt with promptly and effectively. There is an expectation that anyone who knows that bullying is happening will report it. There should be a clear line of reporting and should initially be raised to the leaders of any group that the children or adults are in. The Bognor Vineyard Anti-Bullying Policy and Procedures can be found in Attachment 5 of this policy.

Risk Assessments

Bognor Vineyard has the responsibility to assess the risk involved in the activities that are provided. Where appropriate an information check will be made before the start of an activity that the building is safe and that the planned activities have been assessed for any risks. The leader of each event will ensure that the necessary risk assessments are completed for each activity and the following are some of areas that should be considered:

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- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record details of the action taken.

Health and Safety

The health and safety requirements will be in line with the policies and procedures of the church or event site to ensure the required safety standards are met.

Communicating safely

In relation to safeguarding, communication has three aspects: talking, listening and responding.

- Expected standards when communicating with children and young adults:
 - All those working with children and adults need to be able to communicate effectively with them in order to build relationships, trust, self-esteem and an attitude of acceptance. Clear guidelines need to be in place to show what is acceptable communication during the event/conference and that contact will be maintained following the event.
- Communicating within teams:
 - Communications between workers and their leaders is of critical importance so that, everyone knows who to speak with and when. It is also important that all team members know when to communicate with the Safeguarding Co-ordinator. This is regardless of a team members position.
- Communicating with other agencies and partners:
 - Good communication with other agencies (statutory and voluntary) is important so that confidence is established about the existence of safeguarding policies and good practice within the organisation

Section 4 Responding to allegations of abuse

Safeguarding of both adults and children is everyone's responsibility. There needs to be clear and agreed procedures for responding to concerns about children, young people and adults at risk. All those that work with them need to respond appropriately, in a timely manner and the process needs to be communicated to the organisation.

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

- Documenting a concern

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the individual's disclosure or allegation) including a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.
- These notes should be passed on to the Safeguarding Co-ordinator (SC) or the Deputy Safeguarding Coordinator (DSC) to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police.
- Workers need to share with the co-ordinators any concerns that they may have as well as any clear allegations made to them by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist in helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.

Questions such as 'you seem a bit quiet today. Can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them.

These skills can be practiced in advance including at training sessions.

Workers need to know what the process is for the 'dos' and 'don'ts' of reporting concerns and allegations.

Reporting Procedures

Licensed Senior Pastors

The leadership / trustees should notify the Area Leader(s) if any allegations are made against someone in our church. Where allegations are made against the LSP or senior leadership member, VCUKI must also be informed.

Safeguarding Lead reporting responsibilities

The SC or DSC will:

- Contact the statutory authorities (if appropriate to do so).
- Contact the Local Authority Designated officer (LADO) within 24 hours of an allegation being made against someone who works with children or young people.
- If an allegation is made against a person working in a Regulated Activity; notify the DBS (England and Wales) at the point at which any allegation is confirmed, a person is withdrawn permanently or at such other point as guided by the statutory agencies to make such a referral.
- If an allegation is made regarding a person within the organisation; the Bognor Vineyard SC will contact the insurance company to alert them to the situation which has arisen.

Where necessary the SC will notify the trustees who will, in the case of a Serious incident, notify the Charity Commissions of any allegations raised against any employee or volunteer of Bognor Vineyard.

Procedures when there is a concern

If there is a concern about the wellbeing or safety of a child or adult with care and support needs, then workers and volunteers should follow the procedures detailed in Attachment 8 of this policy.

Allegations against a worker or volunteer

Allegations of abuse against workers are comparatively rare but must be treated seriously and responded to immediately. Bognor Vineyard will commit to following the guidance below:

- If the worker against whom the allegation is made has any contact with children, the person dealing with the allegation should seek the advice of Children's Social Services and/or the Police before taking any action such as suspension of employment.
- Similarly, Adult Social Services or the Police should be contacted where there are concerns about a worker's behaviour with adults.
- It is important to be aware that suspension is not always the best and most appropriate course of action, but serious consideration should be given to this where there is evidence to suggest that further harm may come to children or adults if they were not removed from duties (albeit temporarily).
- In either case, it may be better for the worker to be required to alter their responsibilities so that they are removed from the activities of the group whilst the allegation is investigated.
- However, the best course of action (suspension or change of duties) needs to be decided after consultation with the social work team and relevant people such as the Designated Officer (Children's work only).
- During such situations, it will be necessary to supervise the worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed, and the appropriate action being taken. It is important to be aware that, on occasion, allegations can be made that are malicious.

It is also important to ensure that in acknowledging this fact, we do not take this as our sole basis for responding to all allegations.

The worker should have someone to support them and represent their interests throughout any investigation process.

If it turns out the allegation is a conduct or relational issue rather than abuse, the organisation will still ensure good personnel practices are observed to support the worker as well as the person(s) making the allegation.

Section 5 Pastoral Care

Supporting those affected by abuse

The trustees are 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.

Working with offenders and those who may pose a risk

It is important to have strategies in place to supervise and manage individuals who pose a risk to others, have committed, or been accused of, sexual or other crimes against anyone. Even though the individual may have regretted and accepted responsibility for what they have done, the possibility of succumbing to opportunity or habit is still present. Therefore, Bognor Vineyard recognises its responsibility in protecting all, both offenders and potential victims. Along with safeguarding procedures that have already been mentioned in this policy, it is vital to manage the risk represented by known offenders to create a safe organisation for all. Bognor Vineyard will therefore ensure that an agreement is in place when working with any known or suspected offenders. This agreement will stipulate what the offender/suspected offender can and cannot do within the organisation. When an agreement is needed, details should be added that reflect the particular areas of risk for that individual.

Recruitment of Ex-Offenders Policy - Attachment 6.

Adoption of the policy

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

Name: Mark Blunden

Position: Chair of trustees

Signed by:

Date: 16/05/2020

Name:

Position: Safeguarding Co-ordinator

Signed by:

Date:

Name: Gaby Sartin

Position: Deputy Safeguarding Co-ordinator

Signed by:

Date: 16/5/2020

Attachments

Attachment 1 – Identifying Abuse (Children & Young People)

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

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

Physical

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches/substance abuse*.¹

(*¹ *young person may be self-harming*)

Sexual

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

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.

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- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Neglect

- Under nourishment
- failure to grow
- constant hunger
- stealing or gorging food
- untreated illnesses
- Inadequate care

Spiritual Abuse

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

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Child Exploitation

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Child Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into criminal or sexual activity. The victim may have been exploited even if the activity appears consensual. Child Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children (CCE) and vulnerable adults is a geographically widespread form of harm that is a typical feature of 'county lines' activity. 'County lines' is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines and other Child Exploitation issues involve drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons.

Signs to look out for:

Some potential indicators of county lines involvement and exploitation are listed below, with those at the top of particular concern:

- persistently going missing from school or home and / or being found out-of-area
- unexplained acquisition of money, clothes, or mobile phones
- excessive receipt of texts / phone calls and/or having multiple handsets
- relationships with controlling / older individuals or groups
- leaving home / care without explanation
- suspicion of physical assault / unexplained injuries
- parental concerns
- carrying weapons
- significant decline in school results / performance
- gang association or isolation from peers or social networks
- self-harm or significant changes in emotional well-being.

Attachment 2 – Identifying Abuse (Adults)

Identifying an adult at risk

The Safeguarding duties apply to an adult (someone over 18) who

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

Their risk of exposure to harm may be increased by their personal characteristics or life circumstances.

Their personal characteristics may include:

- age
- physical or mental disabilities
- special educational needs
- any illness, mental or physical they may have

Their life circumstances may include:

- isolation or loneliness
- finances and work
- living conditions

Identifying adult abuse

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the adult at risk. They could be someone the adult at risk depends on and trusts.

An abuser could be a:

- partner
- relative or other family member
- person entrusted to act on behalf of the adult in some aspect of their affairs
- service or care provider

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- neighbour
- health or social care worker or professional
- employer
- volunteer or another service user
- person or people who have no previous connection to the victim

Physical abuse

Physical abuse is physical force or mistreatment of one person by another which might or might not cause physical injury. This type of abuse includes:

- hitting
- pushing
- rough handling
- exposure to heat or cold
- force feeding
- improper administration of medication
- denial of treatment
- misuse or illegal use of restraint
- not being allowed to go where you wish, when you wish

Signs of physical abuse are:

- fractures
- bruising
- burns
- pain
- marks
- not wanting to be touched

Psychological or emotional abuse

Psychological or emotional abuse is harmful behaviour that can cause mental distress. It can involve both verbal and non-verbal abuse which can scare, humiliate and isolate a person. This may include:

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- threats
- humiliation or ridicule
- provoking fear of violence
- shouting, yelling and swearing
- blaming
- controlling
- intimidation
- coercion

Signs of psychological or emotional abuse are:

- being withdrawn
- too eager to do everything they are asked
- showing compulsive behaviour
- not being able to do things they used to
- not being able to concentrate or focus

Financial abuse

Financial abuse happens if someone tries to steal, steals or defrauds you of your money, goods or property. This includes:

- exploitation
- embezzlement
- withholding pension or benefits
- exerting pressure around wills, property or inheritance

Signs of financial abuse are:

- having unusual difficulty with finances
- not having enough money
- being too protective of money and things they own
- not paying bills
- not having normal home comforts

Sexual abuse

Sexual abuse is unwanted sexual activity or sexual behaviour that happens without consent or understanding.

Sexual violence and abuse can be physical contact or non-contact sexual activities, such as:

- indecent exposure
- stalking
- grooming
- forced to look at or be involved in producing sexually abusive material
- forced to watch sexual activities

Possible signs are:

- genital itching, soreness or having a sexually transmitted disease
- using bad language
- not wanting to be touched
- behaving in a sexually inappropriate way
- changes in appearance

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime or individuals. It takes place within settings and services that adults at risk live in or use, including any organisation, in or outside the Health and Social Care sector.

Institutional abuse may occur:

- when routines, systems and regimes result in poor standards of care
- when poor practice and behaviours are in place
- within strict regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm
- within a culture that denies, restricts or curtails privacy, dignity, choice and independence

Possible signs are:

- the person has no personal clothing or belongings

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- there is no care plan for them
- they are admitted often to hospital
- professionals having treated them badly or unsatisfactorily or acting in a way that cause harm to the person

Neglect

Neglect occurs when a person deliberately withholds, or fails to provide, suitable and adequate care and support needed by another adult. It may be through a lack of knowledge or awareness, or through a decision not to act when they know the adult in their care needs help. It may impair the health or well-being of an adult.

Possible signs are:

- having pain or discomfort
- being very hungry, thirsty or untidy
- failing health

Exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exploitation comes in many forms, including:

- slavery
- being controlled by a person or a group
- forced labour
- domestic violence and abuse
- sexual violence and abuse
- human trafficking

Spiritual abuse

Spiritual Abuse is linked with other forms of abuse, and could be defined as an abuse of power, often in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God

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has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Recognising signs of harm or abuse

You might become aware that an adult is at risk of harm when:

- you see or hear something
- they tell you about abuse, exploitation or neglect happening to them
- a friend, family member or somebody tells you something that causes you concern
- you notice injuries or physical signs that cause you concern
- you notice the victim or abuser behaving in a way that alerts something may be wrong

Attachment 3 – Bognor Vineyard Safeguarding Code of Conduct

All staff and volunteers are reminded that they have been placed in a position of trust and responsibility and must act in accordance with this code of conduct when carrying out their work.

- DO treat all individuals equally with respect and dignity –offensive, discriminatory or aggressive behaviour will not be tolerated.
- DO understand your role in any policies and procedures e.g. child protection, health and safety –be clear about what you should do if a concern about the safety or welfare of an individual arises.
- DO co-operate fully with other volunteers and professionals.
- DO consistently display high standards of behaviour and appearance.
- DO show respect for all people and treat them how you would want to be treated yourself.
- DO understand that inappropriate behaviour will be followed up by the Bognor Vineyard Safeguarding Co-ordinator in consultation with the Local Authority Designated Officer (LADO)
- DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to the Safeguarding Co-ordinator. Do remember that you are in a trusted role and must maintain professional boundaries with all individuals that you work with.

There are a number of things that you must ensure do not happen whilst you are working or volunteering for this organisation:

- Never spend time alone with children out of sight of others.
- Never take or drop off a child alone unless you are following agreed procedures and have agreed safeguards in place.
- Never take children or young people to your home.
- Never engage in rough, physical or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a person.
- Never make sexually suggestive comments.
- Do not allow allegations made by an individual to go unchallenged, unrecorded or ignored.
- Never make a child cry as a form of control.

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- Do not do things of a personal nature for children or adults with care and support needs that they can do for themselves.
- Do not contact children individually via Facebook or any other social media (including mobile phones).
- Don't make promises that you cannot keep. All allegations or disclosures must be reported to the Bognor Vineyard Safeguarding Co-ordinator.

Breaching the Code of Conduct

If you have behaved inappropriately you may be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Bognor Vineyard Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Attachment 4 – Storage, Handling, Use, Retention and Disposal of DBS Disclosures Policy

Introduction

As an organisation that uses the DBS checking service to help assess the suitability of applicants to positions of trust, Bognor Vineyard complies fully with the code of practice regarding the correct storage, handling, use, retention and disposal of certificates and certificate information.

We comply fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate and disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information have been revealed. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary.

This retention will allow for the consideration and resolution of any disputes or complaints; or be for the purpose of completing safeguarding audits.

We will not retain any paper or electronic image of the disclosure information. We will, however, record the date of issue, the individual's name, date of birth, the

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disclosure type and the purpose for which it was requested, the unique reference number of the disclosure and details of our decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

Disposal

We will ensure that disclosure information is destroyed in a secure manner i.e. by shredding, pulping or burning. We will ensure that disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).

Attachment 5 – Anti Bullying Policy and Procedures

Definition of bullying

The Anti-Bullying Alliance defines bullying as:

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.

Objectives of this policy

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises.
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported.
- Children and parents/carers should be assured that they will be supported when bullying is reported.

Procedures

- Report the bullying incident to leaders.
- Ensure that details are carefully checked before action is taken.
- In all cases of bullying, the incidents should be recorded by the leader.
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if leaders are satisfied there is no bullying/abuse going on at home that might exacerbate the situation.
- If it is thought that an offence has been committed, consideration should be given to contacting the Police.
- The bullying behaviour or threats of bullying must be investigated and stopped quickly.
- Help should be offered to help the bully address his/her behaviour.

Outcomes

- The leader involved in dealing with the incident should issue a warning to the child concerned.
- An apology should be given by the child who has bullied another.
- If possible, those involved will be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place.
- After the incident(s) have been investigated parents/carers should be informed of the action taken.

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- All incidents must be recorded in the logbook.

Attachment 6 – Recruitment of Ex-Offenders

Our Commitment

Bognor Vineyard is committed to being an Equal Opportunity employer. This policy aims to ensure that ex-offenders receive fair treatment throughout their experience of recruitment and employment within our organisation. We will treat all DBS applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed.

Policy

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Bognor Vineyard complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
3. Bognor Vineyard can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Bognor Vineyard can only ask an individual about convictions and cautions that are not protected.
5. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability, or offending background.
6. This policy will be made available to all DBS applicants at the outset of the recruitment process.
7. We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for

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interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

8. A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

9. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

10. We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

11. At interview or in a later separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

12. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

13. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

14. Once in employment, staff should inform their line managers, and/or Human Resources, in confidence, of any changes to their circumstances which affects their criminal record status, in order that the impact upon their suitability to undertake their role may be reviewed.

Assessment criteria

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one),

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how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Bognor Vineyard will carry out a risk assessment by reference to the criteria set out above and a decision will be made and communicated back to the person concerned.

Attachment 7 – Guidelines for Creating an Event Safeguarding Plan (to be used where appropriate)

The areas which should be covered by each event's safeguarding plan are as follows:

Safeguarding Statement

Please copy this statement below and add to your plan:

[Your Event Name] is an event organised and managed by Bognor Vineyard a charitable company limited by guarantee registered in England and Wales under Company No. 4093580. Charity Registration No 1084904. The following safeguarding plan is drafted in accordance with the Bognor Vineyard Safeguarding Policy. For more information about this plan and the Safeguarding Policy please contact the Bognor Vineyard Safeguarding Co-ordinator at Jan@bognorvineyard.org.uk or 07969 643717.

Event Contact details

It is important that the contact details of relevant people are listed in the plan. Please include the contact details for:

- a) Event Safeguarding Lead
- b) Event Safeguarding Deputy

Safeguarding principles

- a) Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- b) Consideration for the number of workers needed to run the group and whether they should be male, female or both.
- c) A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- d) The level of personal care (e.g. toileting) required appropriate to the needs of the individual.

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- e) Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- f) Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- g) Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.
- h) Making a note of other people in the building during the activity and any other events taking place at the same time.

Risk assessments

Risk assessments should be implemented for each activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed.

The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record details of the action taken.

Safe recruiting and Criminal records check for appropriate roles

Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children are essential. There are some roles and some settings for which DBS checks (or their equivalent) are a legal requirement. Each role must therefore be assessed on its own merits based upon the details contained within the job description to understand whether such checks are required. This will follow the guidelines mentioned earlier in this document detailing safer recruitment.

Training of staff and volunteers

Ensure that relevant role specific training is available for those who work with the children and vulnerable adults. The frequency of training needs to be such that workers are competent and knowledgeable in relevant legislation and practice (for safeguarding this will be at least every 3 years). Children's workers, leaders and those with specific safeguarding responsibility e.g. the Safeguarding Coordinator should undertake more specific training. Ensure that new staff are given induction training and supervision during the first 6 months so that the organisation is supportive of those who are new to any role.

Working safely with those with disabilities

Workers should be aware that any child, young person or adult with care and support needs attending an activity who has a 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). Ask the child, young person or 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. This includes the number of workers needed to assist for a specific activity to prevent injury.

Adult to child ratios

In order to supervise activities safely, it is necessary to have sufficient adult leaders and helpers. These ratios need to be agreed in advance of the activity. There are legal requirements for certain activities involving children aged 8 and under. Even if there isn't a legal requirement the ratios are nevertheless 'good sense' in terms of managing any group of children in this age group:

0-2 years 1 adult to 3 children

2-3 years 1 adult to 4 children

3-8 years 1 adult to 8 children

Bognor Vineyard will ensure there are at least 2 adult helpers who have been safely recruited and DBS checked, to each group

There are no legal requirements for older groups, but Bognor Vineyard will assess the activities and ensure these are managed and supervised safely.

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Responding to challenging behaviour

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.
- If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police arrive.

Parents / Carers who wish to stay with their children in groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks. There should be clear procedures for this situation.

Filming and Taking Photographs

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. If an event is being filmed "Notice of Filming" signs should

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be posted at all entrances to any filming locations. An example of a filming notice is:

"This area is being used to record audio and video footage in connection with a Vineyard Churches UK & Ireland event. By your presence in this area, you acknowledge that you have been informed that you may be recorded as part of any release in home or internet video, and/or any media now known or hereafter devised, in perpetuity throughout the universe and the advertising and publicity thereof. Further, by your presence here, you grant your permission for your likeness and voice to be included therein without compensation, credit or other consideration. If you do not wish to be recorded, or appear under these conditions, you should leave this area immediately. Thank you for your cooperation."

Tobacco and Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates. From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales). It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine. The events are able to impose a no-smoking policy, so it is important all those attending the activity are aware of and agree to abide by it.

Solvents and illegal substances

It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local Police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol which should be clearly displayed.

Reporting requirements

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. All volunteers and workers should follow the procedures as set out below.

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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 the Safeguarding Coordinator.
- The SC may need to inform others depending on the circumstances and/or nature of the concern:
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
 - Bognor Vineyard Safeguarding Co-ordinator or a Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- 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 in accordance with UK data protection legislation and the Bognor Vineyard Data Protection Policy.
- Whilst allegations or suspicions of abuse will normally be reported to the SC or DSC, the absence of these should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The event leadership will support the Safeguarding Coordinators 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.

Attachment 8 – Procedures when there is a concern about a child or adult with care and support needs

Procedures when there is concern about a child

Allegations of physical injury, neglect or emotional abuse

Where there is a physical injury or symptoms of neglect the safeguarding lead should do the following:

1. Contact Children's Social Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers in such circumstances. It may also be helpful to have the contact number for the Police child protection team.

Childrens' Social Services:

Tel: 01403 229900

Out of hours Tel: 0330 222 6664

Email Address: mash@westsussex.gcsx.gov.uk

Police Child protection team: 999 or non-emergency 101

2. If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.

3. If the concerns are about poor parenting it may be appropriate to speak to the parent/carer, offer practical support such as domestic help and suggest, for example, a chat with the health visitor, doctor or Children's Social Services.

4. If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Children's Social Services without divulging their personal details (such as names and addresses) unless, of course, Children's Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. Thirtyone:eight is available to give advice in these situations.

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5. It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

Allegations of sexual abuse

Where the concern or allegation of abuse is sexual, the safeguarding lead should do the following:

1. Contact Children's Services (Out of hours/Emergency Duty Team). Do not try to investigate the matter. The important thing is to relay the information to Children's Social Services and/or the Police so they can carry out an investigation and take appropriate action, as they are mandated to do under Section 47 of the Children Act 1989.

Childrens' Social Services Details:

Emergency out of hours Tel: 0330 222 6664 (or 07711769657 if no one available)

Contact Online at - <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

Tel (9-5): 01403 229900

2. In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the Police on 999. Do not touch or tamper with any evidence, such as clothing and dissuade the child from cleansing themselves.

3. Remember to make a note of what the child alleges and the circumstances surrounding the allegation because of the possibility of being called to give evidence at court.

4. Do not tell the parents/ carers, as they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this might lead to the child being 'silenced' or potentially incriminating evidence being destroyed. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.

It is important that no one who may be involved in the sexual abuse is inadvertently alerted to the situation as this may lead to the child being 'silenced' or potentially incrimination evidence being destroyed. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at **all** times. If you are unsure as to whether a child's parents or carers should be told, seek advice first.

5. Keep information confidential and share on a need to know basis only so that any alleged perpetrator is not warned or 'tipped off'. The child or young person also has a right for their privacy to be respected as much as is possible.

6. Should the safeguarding co-ordinator not feel it necessary to refer the matter to Children's Social Services but the worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities themselves. The safety of the child overrides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

7. If the allegation is made against someone who has responsibility for implementing the safeguarding policy or plan, the referral should be made directly to Children's Social Services or appropriate professional advice sought, e.g. from Thirtyone:eight.

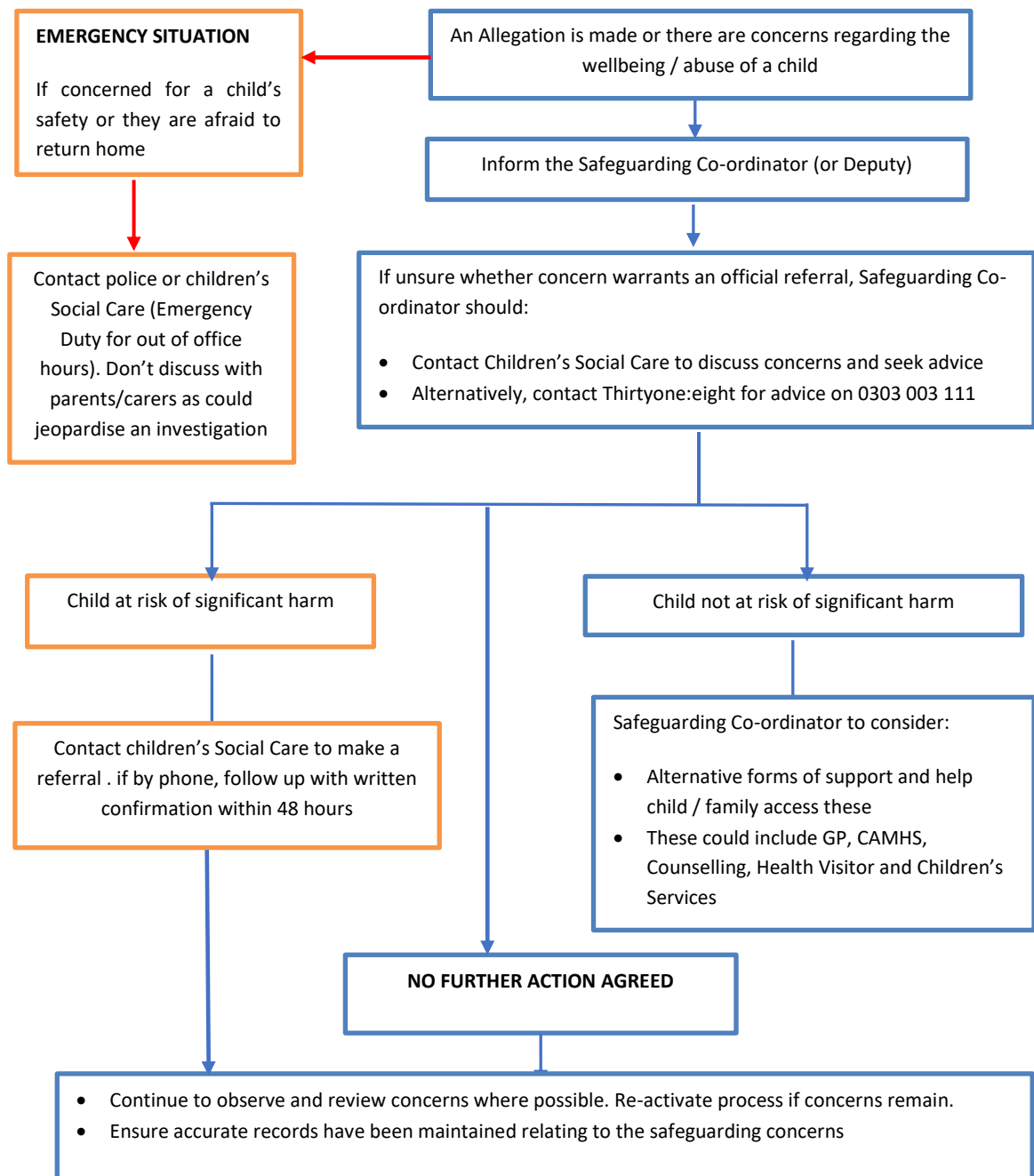
8. Other people within the organisation may need to be informed e.g. Area leader and/or the Chair of the Trustees. Additionally, the insurance company may also need to be contacted, and then the charity regulator e.g. Charity Commission will need to be informed of any Serious Incident.

Flowchart for Action - Children & young people

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with the written procedures above.

Working Together to Safeguard Children 2018 defines significant harm as:

"..... any physical, sexual, or emotional abuse, neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."



Procedures when there is concern about an adult

Allegations of abuse or harm

Including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

Where possible, concerns should be passed to the Safeguarding Co-ordinator but difficulty in contacting these individual(s) should not delay action being taken. If the Safeguarding Coordinator is concerned that an adult may have been or is in danger of being abused, they should contact Adult Social Care.

Adult Social Services Details:

If someone is in danger, then call: 999

Emergency Tel: 033 022 27007 (or 033 022 28400 professionals only)

Adults Care Point: 01243 642121

Online: <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/#how-to-raise-a-concern>

If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should still contact Adult Social Care to discuss their concerns. Alternatively, they can contact Thirtyone:eight for advice (0303 003 1111).

We have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned. The primary responsibility for managing any investigation process rests with Adult Social Care. Upon receiving a referral, they will action an adult safeguarding alert.

When the concern is about someone in residential care, the Care Quality Commission, which is the independent regulator of health and social care in England, will be involved.

Where a crime may have been committed, the Police will investigate.

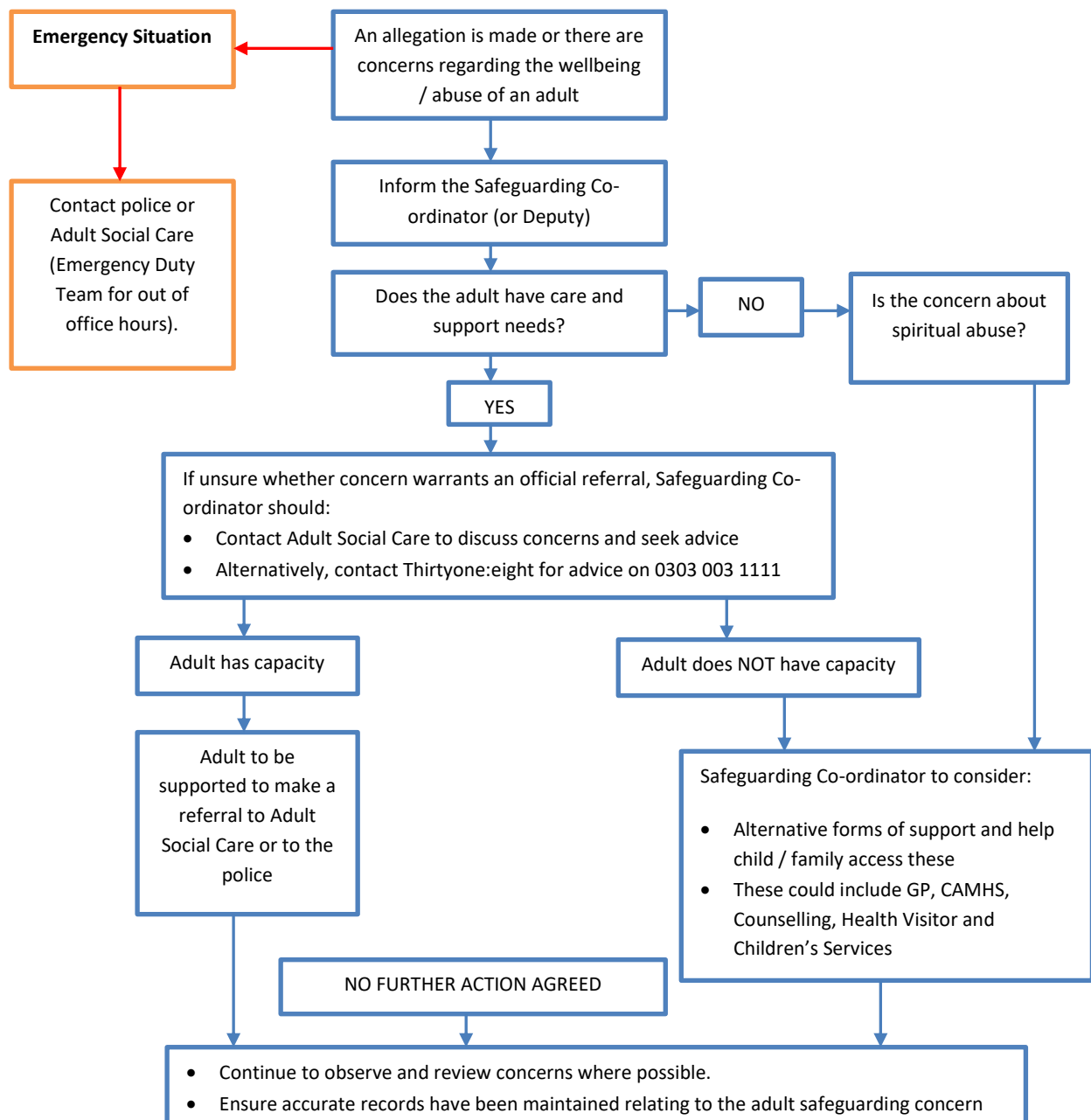
Flowchart for Action – Adults at Risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with the written procedures above.

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The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision



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Attachment 9 – Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

BOGNOR VINEYARD CHURCH

The following statement was agreed by the trustees on 3rd February 2020

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, 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 national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

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We recognise:

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

We will review this statement and our policy annually.

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

Jan Van Driel 07969 643717 Safeguarding Co-Ordinator

Gaby Sartin 07778 314743 Deputy Safeguarding Co-Ordinator

A copy of this organisation's policy can be seen at:

www.vineyardchurch.co.uk or requested by email to office@bognorvineyard.org.uk

Attachment 10 – Bognor Vineyard Peer Group Activities

All peer-group activities will be overseen by named adults who have been selected in accordance with agreed safe recruitment procedures and have the backing of the leadership of Bognor Vineyard.

Before setting up a peer-led activity the following will be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.

If the provision of food is part of the activity, leaders will ensure that food is prepared in accordance with Basic Food Hygiene standards.

Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

It is not uncommon for peer-group activities such as youth social and life groups or children's groups to operate in the home of a participating child or young person.

The following should also be followed:

- If there are children/young people under 16 years at an activity, adult workers should be present or within earshot.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.
- No Young people (over 16 but under 18) will be responsible for working with children or vulnerable adults
- Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.
- Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

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REVIEW

	By	Date	Agreed by	Date
Written	P. Bower	May 2020	Trustees	May 2020
Reviewed (yearly)				
Reviewed				