



Safeguarding Children and Adults at Risk

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THE SAFEGUARDING TEAM

Designated Safeguarding Officer: Hannah Raden (from 1st November 2022, Lily Broadbent)

Deputy Designated Safeguarding Officer: Hannah Miles

Safeguarding Team Member: Lily Broadbent, Maisie Kearsey

Named Trustee for Safeguarding: Sarah Worsley
(sarah.worsley@suttonvineyard.org)

Contact Details:
safeguarding@suttonvineyard.org
020 8641 1689
Sutton Vineyard Church
Stayton House,
93 Stayton Road,
Sutton, SM1 2PS

SAFEGUARDING: POLICY and PROCEDURE

Church Details

Sutton Vineyard Church (SVC) is a Christian Church and a member of the Evangelical Alliance. Registered in England and Wales, Company No 033192, Charity No 1061363. Registered with Thirtyone-eight and compliant with:

- General Data Protection Regulations (GDPR) (May 2018)
- Data Protection Act 2018
- The Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2022)
- What to do if you're worried a child is being abused (2015)
- The London Child Protection Procedures (2022)
- The Care Act (2014)
- Universal Declaration of Human Rights (1948)
- 'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' (March 2000)

Church Statement

SVC has a large and growing congregation including children's and young people's ministry and takes seriously its responsibility to protect and safeguard the welfare of adults at risk, children and young people entrusted to its care.

Working Together to Safeguard Children outline the duties of all faith organisations in safeguarding and promoting the welfare of children in their care.

'Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children' p.60.

We also recognize at SVC that we need to provide a safe and caring environment for adults at risk. All people have the right to protection and redress under the law in accordance with their human rights as outlined in The Human Rights Act 1998. All service users who are receiving support from the church have a right to be protected from abuse. At SVC we are committed to increasing the awareness of issues of abuse and have put in

place clear procedures for employees and volunteers to follow should they have concerns that abuse is or has occurred.

At SVC the safety and welfare of children and adults at risk is of the utmost importance. Because of our regular contact with children and adults at risk, our paid and unpaid staff are well placed to observe the outward signs of abuse. All adults working in the church must protect children from harm and abuse and safeguard adults at risk. We have a duty to safeguard and promote the welfare of our children (under 18 years) under the Children Act, the London Child Protection Procedures and Working Together to Safeguard Children through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition, SVC will promote an adult's wellbeing in our safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. We recognise that an adult is someone over 18 and note that the Universal Declaration of Human Rights (1948) states that adults should be free from abuse. It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'.

We also recognise that:

- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

In accordance with Paragraph 61-61, Chapter 2 of Working Together to Safeguard Children, SVC has the following arrangements in place:

- A clear line of accountability for the provision of services designed to safeguard and promote the welfare of children and adults at risk
- A 'Named Trustee for Safeguarding' is responsible for the organisation's safeguarding arrangements

- A culture of valuing, listening to children and adults at risk and taking account of their wishes and feelings
- Clear whistleblowing procedures
- Clear escalation policies for staff to follow when their child or adult at risk safeguarding concerns are not being addressed by SVC
- Arrangements which set out clearly the processes for sharing information with professionals and with the Local Safeguarding Children Board (LSCB)
- Designated leads for safeguarding in the DSO, DDSO and Safeguarding Team members
- Ensuring safe recruitment practice in checking the suitability of all our paid and unpaid staff to work with children and adults at risk
- Mandatory induction and training and raising awareness of safeguarding amongst all paid and unpaid staff and of what to do if they have concerns
- Establishing and maintaining a safe environment in which everyone feels secure and are encouraged to talk freely about anything that concerns them
- Ensuring children know there are adults in the church who they can approach if they are worried about anything;
- Supporting children who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a paid or unpaid member of staff
- Ensuring paid and unpaid staff follow accepted “safe practice” principles when working with children or adults at risk

Safeguarding Team

Any member of SVC concerned about a child or adult at risk must report concerns as soon as possible to one of the Safeguarding Team who are nominated by the Trustees to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities.

The role of the Safeguarding Team:

- Act as the contact within the church, providing advice and support and ensuring that all paid and unpaid staff are aware of their role
- Are responsible for coordinating action within the church on safeguarding issues
- Discuss individual cases with staff on a “need to know basis” to protect children and adults at risk right to confidentiality
- May need to represent the church at multi-agency meetings
- Raise awareness about safeguarding on an ongoing basis
- Arrange safeguarding training for all paid and unpaid staff regularly
- Ensure that they receive training suitable to their role that is regularly updated

Members of the Church should not investigate safeguarding concerns. This is done by Social Care or the Police. However, if a disclosure is made, it is vital to listen carefully, so you can record and report it accurately. Records will also assist the Safeguarding Team who may have concerns and will evidence any action taken by the Church.

Definition

Safeguarding and promoting welfare relates to any child or young person (i.e. under 18 years of age) who has suffered from, or may be at risk of physical injury, neglect, emotional abuse or sexual abuse.

Additionally, 'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care

of him or herself, or unable to protect him or herself against significant harm or exploitation’.

Recognition of Abuse

The first indication of concern about a child or adult at risk’s welfare is not necessarily the presence of a serious injury. Concerns may be because of:

| Child | Adult at Risk |
|---|---|
| Bruises/marks on body | History of unexplained falls/fractures/bruises/burns/minor injuries |
| Remarks by the child, parent or another child/adult | Overuse/underuse of medication |
| Observations of the child’s behaviour | Pregnancy in a woman unable to consent to intercourse |
| Unexplained changes in personality | Unexplained behaviour |
| Sudden and unexplained weight loss | Intimidated or subdue in the presence of a carer |
| Unusual or inappropriate relationships | Sudden or irregular financial differences |
| Unusual high value gifts | Fear in seeking help or trusting others |
| Pregnancy or sexually transmitted infections | Neglecting personal care |

Disclosure Process

Child Protection Procedure

If concern arises about the welfare of a child the following procedure must be followed.

Do not delay

- Tell a member of the Safeguarding team as soon as you can - do not delay as early referral gives more time to offer help to the child and family before the situation becomes severe or serious or when the matter is already severe or serious, early referral gives more time for others to protect the child

Make written notes

- At the earliest opportunity make a written record of your concerns, using the 'Welfare Form' (Appendix 1) as a template
- Record facts accurately and be clear when you are expressing an opinion and the basis for this
- Ensure notes are legible, signed and dated
- These forms must be given to one of the Safeguarding Team as soon as possible who will store these in a locked filing cabinet.

Welfare forms can be found at the welcome area, in kids and youth groups, are available from the Safeguarding Team or found in Appendix 1

Concern from something the child says

- Listen - do not ask leading questions or interrogate
- Remain calm - if you are shocked, upset or angry the child will sense this and this could stop them from saying more
- Reassure - the child has done nothing wrong, tell them it is alright to talk
- Do not promise to keep secrets - tell them you cannot keep the matter secret and will need to take advice from someone who can help

A flow chart for decisions made surrounding a child disclosure made by the Safeguarding Team can be found in Appendix 2

Contact with the family

In cases where a minor physical injury causes concern, it is usual church practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the child from harm), the parent or carer should be informed that the matter must be referred to Childrens' Social Care.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between church staff and the family about sources of help , but if concerns persist, the Safeguarding Team will need to refer to the Social Care and may advise the family of this.

In cases where there are suspicions of sexual abuse, or fabricated or induced illness, or if to do so would put a child at greater risk, the Safeguarding Team will seek immediate advice from the Social Care, Emergency Duty Social Worker or the Police.

Adults at Risk Disclosure Procedure

In the instance of a disclosure of abuse being made, respond by:

- Remaining calm and not showing shock or disbelief
- Listening carefully to what is being said and not asking detailed or probing questions
- Demonstrating a sympathetic approach by acknowledging regret and concern that what has been reported has happened
- Confirming that the information will be treated seriously and giving information about the steps that will be taken
- Advising who you will be reporting to and that information will only be shared with others on a need to know basis
- Informing them that they will receive feedback as to the result of the concerns they have raised and from whom
- Giving the person contact details so that they can report any further issues or ask any questions that may arise

Do not:

- Clean up, touch the victim or any object if possible, unless emergency first aid is necessary
- Make any contact with the abuser

- Remain in any situation that is unsafe
- Question the person further
- Stop anyone who is telling you freely about significant events
- Be judgmental (e.g. “why did you not run away?”)
- Promise not to tell anyone else about the problem
- Pass on the information to anyone except those who need to know
- Make any promise you cannot keep

Do not delay

- Tell a member of the Safeguarding team as soon as you can - do not delay as early referral gives more time to offer help to the adult at risk before the situation becomes severe or serious or when the matter is already severe or serious, early referral gives more time for others to protect the adult at risk

Make written notes

- At the earliest opportunity make a written record of your concerns, using the ‘Welfare Form’ (Appendix 1) as a template
- Record facts accurately and be clear when you are expressing an opinion and the basis for this
- Ensure notes are legible, signed and dated
- These forms must be given to one of the Safeguarding Team as soon as possible who will store these in a locked filing cabinet.

A flow chart for decisions made surrounding an adult at risk disclosure made by the Safeguarding Team can be found in Appendix 3

Concern about a Paid or Unpaid Member of Staff

Allegations about a paid or unpaid member of staff must immediately be notified to the Safeguarding Team who must notify the Designated Officer in the Local Authority (Local Authority Designated Officer (LADO) in Sutton) of all allegations against staff (paid or unpaid) within one working day. Following consultation, the Safeguarding Team will agree on appropriate action and inform the Named Trustee for Safeguarding. If SVC removes a paid or unpaid member of staff from work with children (or would have, had the person not left first) because the person poses a risk of harm to children, Sutton Vineyard must make a referral to the

Disclosure and Barring Service (DBS). It is an offence to fail to make a referral without good reason. If there is an investigation into a paid or unpaid member of staff in regard to their own children's care; staff will be taken off teams until the outcome of an investigation is known and SVC have been notified by the Designated Officer in the Local Authority. If an allegation is made against a member of the Safeguarding Team, it must be immediately reported to the Named Trustee for Safeguarding who will then contact the LADO and ensure the member of the Safeguarding Team is appropriately suspended from duties.

Safer Recruitment

In our recruitment and selection of paid and unpaid staff we will at all times adhere to the appropriate guidance which followed the Bichard Enquiry Report ("Working Together to Safeguard Children.")

SVC is committed to ensuring that everyone working with children or young people:

- have undergone a disclosure check at enhanced level
- are adequately trained and supervised
- understand and follow the church's Safeguarding Policy

It is important that all paid and unpaid staff are chosen with care. In the case of unpaid staff, the following appointment process will be completed;

- All prospective workers will be asked to complete a voluntary disclosure form and the relevant disclosure checks will be requested. When the results of the checks are received the decision to appoint will be made by the Safeguarding Team along with the Kids/Youth Pastor. Before disclosure checks have been completed, the applicant will NOT be left in sole charge of any child
- Alternatively, if the applicant is a member of the DBS update service and consented to SVC checking their details online their current disclosure certificate can be accepted provided the system says there is no new information held on them.

The criteria for NOT appointing unpaid staff are:

- Disclosure of a previous offence against children or lack of a disclosure certificate.

- Refusal to fully complete the application procedure.
- In the opinion of the Kids/Youth Pastor, the applicant is not suited to the job.
- Refusal to attend the relevant training sessions

The appointment of unpaid staff will be reviewed on a regular basis. Where it may be appropriate to use under 16s to help provide additional support, these individuals will only be allowed to assist alongside an approved worker. They will not be left in sole charge of any child. We keep a single central record of all paid and unpaid staff with the date and outcome of their disclosure check so that at all times our congregation can be assured of our due diligence.

Confidentiality of records

Our congregation have the right to expect that all staff will deal sensitively and sympathetically with their situation. We will comply with the General Data Protection Regulations (GDPR) (May 2018), the Data Protection Act 2018 and the Equality Act 2010. It is important that information is only available to those who need to know it. Parents and where appropriate, children, should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child/young person or the general public. Safeguarding issues relating to individual cases must not be subject to open discussion in the church. Members of paid or unpaid staff should also remember not to promise children to keep "secrets".

All records relating to welfare concerns will be kept secure in a locked filing cabinet at the church office - a chronology of concern will be kept. We will keep written records of any concerns about children or adults at risk even where there is no need to refer the matter immediately. Information from records will only be used on a "need to know" basis.

Supporting survivors of abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith. This is achieved through the existing Pastoral care ministries within the church, and where appropriate, by referral to relevant external organisations. SVC is also committed to supporting survivors of non-recent abuse.

Working with offenders

Where someone attending the church is known to have abused children, the Safeguarding Team will work with other agencies to manage risk. Any breach in an individual's licence/contract will lead to the person being asked not to attend Sunday services.

Working with other organisations

As a church we are committed to working with other organisations both locally, nationally and internationally. We will ensure due diligence checks are carried out before engaging with any third party organisation to ensure they are suitable and have appropriate safeguarding procedures in place. This includes any grant giver or recipient.

Working overseas

When working with organisations overseas we will ensure that our paid and unpaid members of staff are appropriately briefed and trained before they depart. We will be aware of any country/region specific risks, methods of reporting and cultural nuances that would affect the safety of our volunteers and workforce. We will train our paid and unpaid members of staff before departure on general conduct whilst overseas, including the use of media and sharing images that may compromise the safety or wellbeing of those in the images. We will closely monitor before departure any unrest or uprisings and act accordingly. This Safeguarding policy applies to overseas travel for all paid and unpaid members of staff.

Supporting Those Affected by Abuse

SVC 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 SVC.

SVC offers, alongside statutory agency help, additional pastoral care through our Kids and Youth ministries, Small Groups, Personal Prayer, Marriage Course, Pre Marriage Course, Parenting Courses, SOZO, Prophecy and Powerful Conversations.

SVC also periodically hosts a Parenting Course, which helps support parents in developing life skills for raising their families in line with Statutory Child Protection Policies. Adults at risk that have been affected by physical, emotional or sexual abuse are referred to outside agencies through the Safeguarding Team alongside offering practical and pastoral support.

Good Working Practices

We will strive to provide a safe environment for children. Team members will attempt to be aware of possible hazards in the room or in an activity, and do what they can to limit the risks. We will attempt to prevent or stop dangerous behaviour by the children.

Paid and unpaid staff should not normally be alone with a child (of either sex). The occasions when a single adult is alone with a child should be kept to a minimum, arranged so that other people are around, for example in a public place, or in an office with the door open and another member of the team should know that the meeting is taking place (see [Youth Mentoring Policy Appendix 4](#)). It is not permitted to invite a child into a paid or unpaid staff member's home unless explicitly agreed with the Safeguarding Team in advance where the paid or unpaid member of staff is acting in the capacity of a representative of SVC. Paid and unpaid staff cannot depend on their reputation to protect them if an allegation was to be made. It is always possible that someone else may misinterpret their actions, however well intended.

All children should be treated with warmth, respect and dignity. Paid and unpaid staff should be aware how language style, voice tone, body language and dress may be perceived by individual children.

No smoking is permitted whilst in the role as a paid or unpaid member of staff.

Paid and unpaid staff are expected to always:

- Respect everyone as an individual
- Respect everyone's right to personal privacy
- Be viable as a listening ear and, if necessary, refer for more appropriate help
- Be sensitive to other people's likes and dislikes
- Try to ensure that their actions cannot be misunderstood or cause offence
- Show understanding when dealing with sensitive issues
- Remember that they are accountable to the children, their parents/carers, the Church and statutory agencies
- Report any concerns about children or adults at risk to one of the Safeguarding Team

- Report any concerns about the conduct of any adult to the Safeguarding Team

Paid and unpaid staff should never:

- Permit abusive behaviour, e.g. bullying, ridiculing or taunting
- Have inappropriate physical or verbal contact with others
- Jump to conclusions or make assumptions about others without checking facts
- Encourage inappropriate attention-seeking behaviour such as 'crushes'
- Show favouritism to anyone
- Make suggestive remarks or actions, even in jest
- Deliberately place themselves or others in compromising situations
- Believe 'it could never happen to me'
- Promise confidentiality in the context of safeguarding

Guidelines for touching

- Everything should be kept open. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the children's, rather than the adult's, needs.
- Touch should be age appropriate and generally initiated by the young person rather than the adult.
- Physical activity that is, or may be construed to be, sexually stimulating to the adult or the child must be avoided.
- Children have the right to decide how much physical contact they have with others except in the circumstances when they need emergency medical attention.
- Under no circumstances should physical (or emotional) punishment be used.
- Paid and unpaid staff should monitor one another in the area of physical contact and point out anything that could be misconstrued.

Guidelines for Visiting Members of SVC or the Community

SVC will not be accountable for individuals meeting independently after establishing a relationship at an event held at the church.

Objective: To ensure the safety of those in the community and church members. This ensures that the church members can share the love of God by reaching out appropriately.

Guidelines:

Regular contact/feedback is to be kept by the ministry leader and the visitor. If there is any concern that the relationship is an abuse of power, the ministry leader needs to inform the Safeguarding Team immediately. Where possible, meet in an open public place such as a restaurant or coffee shop. If visiting the home of someone in a Pastoral context, inform the Safeguarding Team and do not go alone. Under no circumstances visit a member of the opposite sex without another paid or unpaid member of staff of that sex joining your visit.

Effective Listening

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

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting - be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands e.g. sign language, Braille etc.
- Treat all adults at risk with respect and dignity befitting their age; watch language, tone of voice and ensure physical contact is appropriate.
- Do not let adults at risk involve you in excessive attention seeking, especially if that is overtly sexual or physical in nature.

Do not engage in any of the following:

- Invading the privacy of adults at risk when toileting or changing
- Making sexually suggestive comments about or to an adult at risk even in 'fun.'
- Inappropriate and intrusive touching of any sort.
- Any scapegoating, ridiculing or rejecting of an adult at risk.
- As far as possible do not enter into a situation where you are alone with an adult at risk. Make sure other adults are about. Take them out for coffee rather than sitting alone together where your actions cannot be seen.
- Do not meet an adult at risk in your home.
- Where confidentiality is important e.g. counselling or a person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- A 1:1 form must be filled out after meeting an adult at risk. ([Appendix 5](#))
- Ensure that arrangements for transporting adults at risk are with the knowledge of the Safeguarding Team. If at all possible do not carry adults at risk in your car on their own.
- Paid or unpaid staff should record all unusual events, this should then be given to the Safeguarding Team.

Registration and collection of children in Kids

In order to minimise the risk of children being released into unsafe or unsupervised areas, and to ensure that each child is returned to the correct parent/carer, the sign-in procedure will be followed

Sign-in is from 10.15 and parents/carers are encouraged to sign in their children in good time before the service starts - this minimises disruption for the other children, enables the group leaders to run the group as planned and allows the children to make the most of the morning in Kids.

- Every child is to be signed in by an adult (over 18).
- The adult who signs the child in will be given a numbered wristband by a kids leader.
- Sign-out is after the service has finished at. Parents/carers are encouraged to collect their children on time as this blesses both the children and the Kids team.

- A child can be collected by an adult or teenager aged 13+ with the numbered wristband.
- A parent may give their wristband to another adult or teenager aged 13+ who is then responsible for collecting their child
- If the child's wristband has been lost, then an adult, preferably the person who signed the child in, must speak to the Kids Pastor or Senior Pastor before the child is released from their group
- Registers must be kept with a leader at all times so that they are accessible in the event of a fire
- Children whose names are not on the Church Suite database will need to complete a Visitor's registration form. These forms will need to be kept with the registers at all times and accessible in the event of a fire.
- Kids registration forms are for all regular members. These can be found at the Kids sign in desk. Once completed, these should be given to a staff member and returned to the Church Centre. Once a form has been completed, the child will be added to Church Suite and can be signed in using the regular process.

Registration of Youth in Impact, Thrive and Launch

Attendance of the young people in Impact, Thrive and Launch on a Sunday will be recorded on paper and then uploaded to the Church Suite Database. Young people sign themselves in and out of their youth groups. Attendance at the Youth meetings at the Church Centre will be recorded and stored digitally in the same way. This applies to The Hub sessions, Friday night socials and ad hoc summer/school holiday events.

Ratios

We will aim to observe the ratios for voluntary organisations recommended by the NSPCC, which are;

Age 0-2 yrs: 1 adult to 3 children

Age 2-3 yrs: 1 adult to 4 children

Age 4-8 yrs: 1 adult to 6 children

Age 9-12yrs: 1 adult to 8 children

Age 12-18yrs: 1 adult to 10 children

It may not always be possible to adhere to these recommended ratios.

However, every effort should be made to achieve the best level of

supervision of children at all times. The serving team should always discuss the number of children they feel are safe in their care and amend the ratios where necessary according to the age, stage and needs of the children in their group. If exceeding the agreed ratio, the team should notify the Kids Pastor or relevant Team Leader.

Nappy changing

Paid and unpaid members of staff are not to change a child's nappy. The parent/carer must be fetched if a nappy requires changing.

Potty training and taking children to the toilet

- Children will only be taken to the toilet by a team member who has a current disclosure certificate.
- A child and adult must never be alone together in the toilet area (unless the adult is that child's parent/carer)
- For children in Mini Kids, one toilet visit (preferably) will be announced during the session and a team member will take a group of children to the toilet, maintaining appropriate adult/child ratio whenever possible
- If a child needs to go to the toilet at another time (bearing in mind they may need to go urgently) the team member must take another child along with them. Team members are not to take one child on their own.
- Children will be taken to gender specific toilets. Boys in Mini Kids may be taken to female toilets where necessary.
- If a child is undergoing potty training then this should be discussed with the parent/carer at the beginning of the session. Any support with potty training must follow toileting guidelines (no 1:1, minimal physical touch etc.)
- If a child is being helped on the toilet then the toilet door must be left open. The team member helping a child who is being potty or toilet trained must allow the child to do as much for themselves as possible which may require verbal guidance e.g. 'take the toilet paper', 'flush the toilet'. In cases where children are unable to complete a toilet session without physical support (e.g. lifting onto the toilet, help with buttons etc.), the team member must take instruction from the child and let the child lead.

- If a child is fully toilet trained then the team member should wait outside the cubicle.
- Team members should encourage all children to wash their hands after using the toilets.
- If a child wets or soils their clothes, their parent/carer should be fetched.
- A team member should not use the toilet themselves, when a child is present.
- Children in Big Kids will be supervised when using the open sided toilets. Adults must not enter the open toilets except in cases of emergency.
- If using a facility open to the general public, all children of any age will be accompanied in groups by an adult of the same sex to the toilet.
- If parents/carers do not wish children to be taken to the toilet by team members, they should discuss this with the leaders who will then fetch the parent if the child needs to go to the toilet

Additional activities

Where we organise additional activities for children, we endeavour to arrange adequate supervision of those attending. The following guidelines should be adhered to:

- The Kids/Youth Pastor are the only individuals permitted to organise additional activities
- A parent/carer consent form, specifically relating to this activity, must be completed before the child undertakes the activity
- When planning residential activities, single sex sleeping arrangements must be made.
- Lifts home after an event need to be organised to ensure that everyone is safe and adheres to SVC's Car Policy ([Appendix 6](#))
- Transportation should be with parent/carer consent and the knowledge of the Kids/Youth Pastor or another member of staff. Age appropriate car seats must be used. When transporting a child/young person, two adults must be present wherever possible. The driver should wait to see that all children/young people safely enter their destination before leaving. When transporting children or young people, all relevant road traffic legislation should be strictly adhered to.

Using images of children and youth

Paid and unpaid members of staff must not take photos or videos of children on personal devices unless permission is granted by the Kids/Youth Pastor.

SVC paid and unpaid staff serving on our Kids and Youth ministries should not take photos or video footage of children during sessions or other activities. If they do, it is for the assigned purpose of documenting the event and pre arranged with the Kids or Youth Pastor. In this case, the photos should be sent straight to Youth Pastor and deleted off their device.

Occasionally, SVC arranges for photographs to be taken or video footage to be recorded of children involved in all SVC activities. These occasions will be pre-planned and agreed with the Kids/Youth Pastor. Therefore, the photographer will be made aware of who can and cannot be photographed/videoed.

These images* may appear in our printed publications, on our website and be used during Sunday services. The images will only be used subject to certain conditions, noted in our policy ([Appendix 7](#)).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of children are taken and used.

*Within this context of using images of children, an image of a child is one that is facially recognisable. Consent is not required for other images of children where the face is obscured or blurred and the child is therefore facially unrecognisable.

APPENDIX 1 - Welfare Form

Welfare Form

Safeguarding Team:

Hannah Raden
Lily Broadbent
Hannah Miles
Maisie Kearsey

Safeguarding Trustee:

Sarah Worsley

Child Social Care:

020 8770 6001
020 8770 5000 (Out of hours)

Adult Social Care:

020 8770 5000

Initial Report:

Date of Incident: _____ Time of Incident: _____

Child/Adult's Name: _____

1. Why are you concerned about this child/adult?

2. What have you observed and when?

3. What have you heard and when?

4. What have you been told and when?

5. Who was present?

Welfare Form

If a child or adult has made a disclosure of abuse or neglect, what did they say? Use the child/adult's own words.

If you require more space to write: use a plain sheet of paper, include the child/adult's information as above, sign, date and time it. Attach it securely to this one. For further information, refer to the Safeguarding Policy.

Have you attached a Body Map? Y/N

Signed: _____ **Date:** _____

Name (in block capitals): _____

Now – hand this and any attached documents to a member of the Safeguarding Team immediately. In an emergency, if there is no Safeguarding Team member available, refer to Social Care directly or call the police.

Signed by Safeguarding Team member: _____

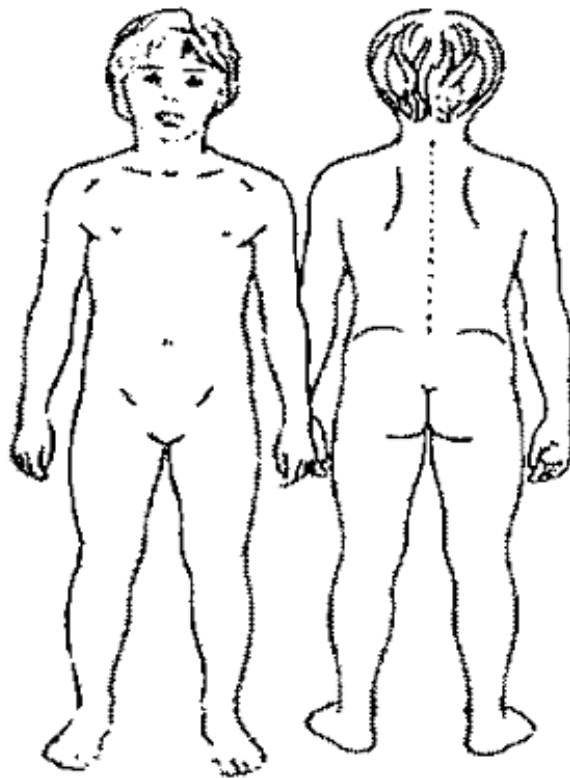
Name (in block capitals): _____

Date: _____

Time: _____

Body Map

To accompany Welfare Form – indicate signs of abuse or neglect and attach to a completed
Welfare Form.



Welfare Form

ACTION TAKEN:

Pastoral care or support arranged? Y/N

Details:

Referred to Social Care? Y/N

If No, where relevant, the reasons why a decision was taken not to refer concerns to a statutory agency:

If Yes:

Date: _____ Time: _____ By whom?: _____

Outcome:

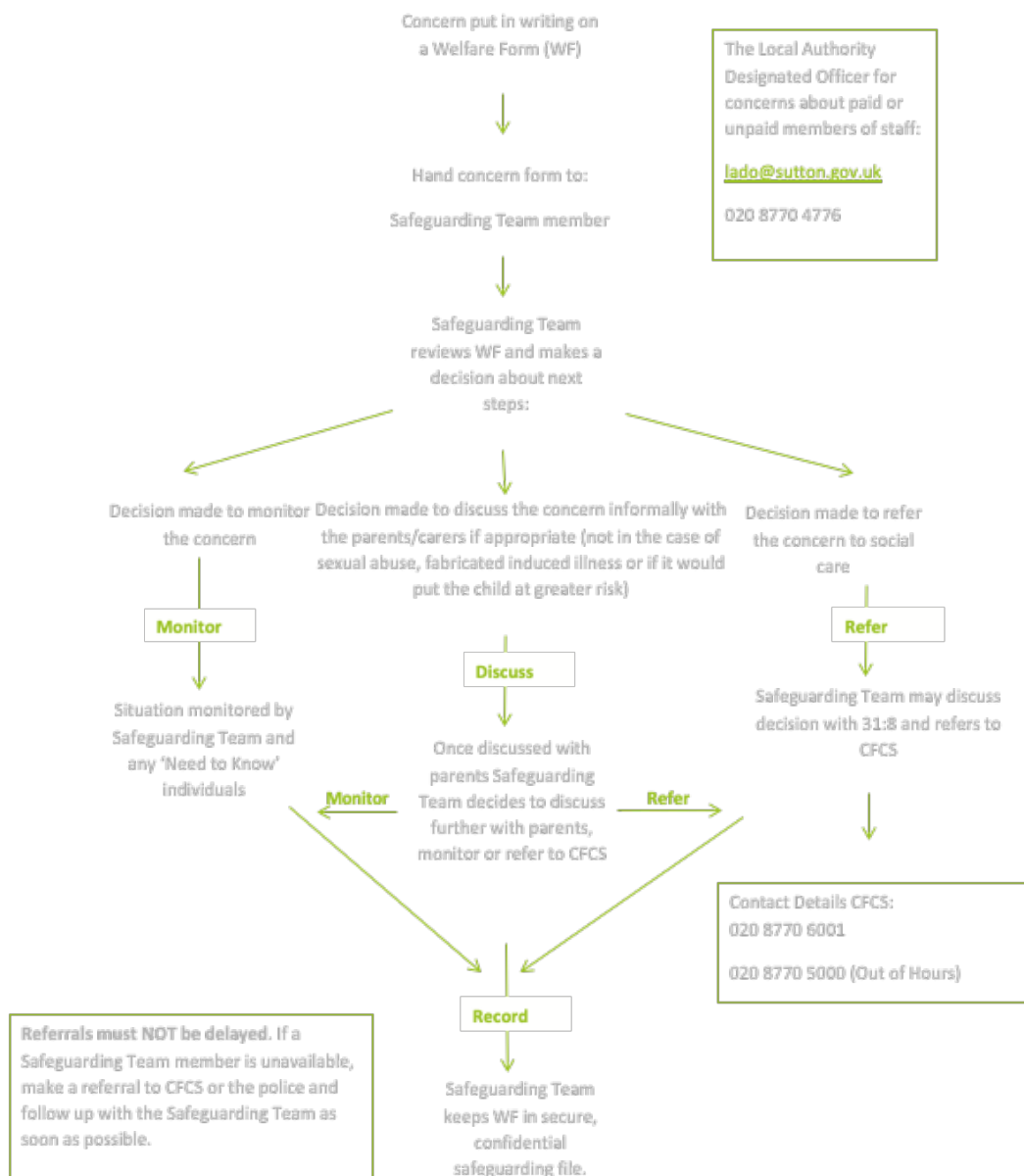
Signed (Safeguarding Team Member): _____

Name (in block capitals): _____

Date: _____ Time: _____

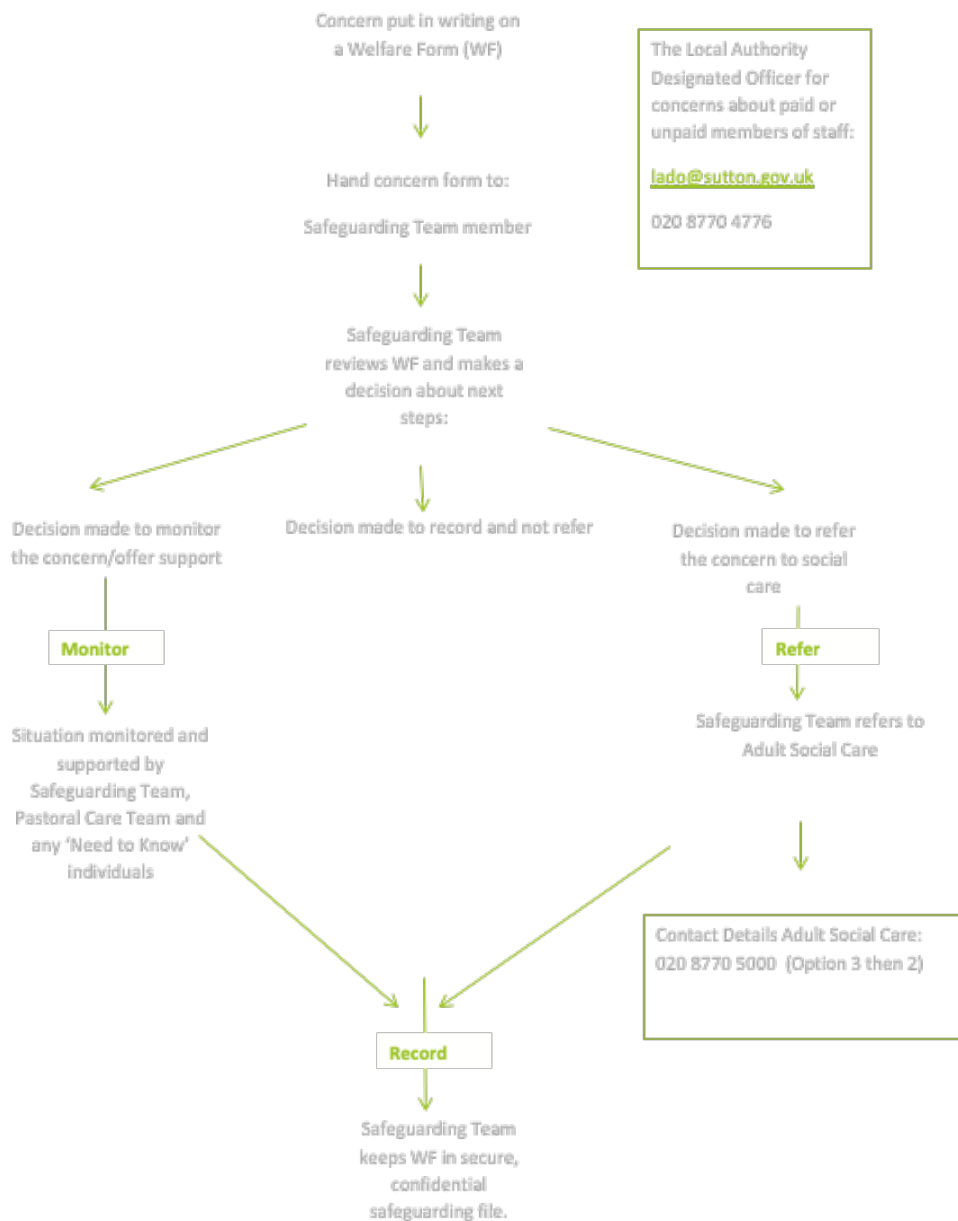
APPENDIX 2 - Child Disclosure Flow Chart

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



APPENDIX 3 - Adult Disclosure Flow Chart

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT AN ADULT AT RISK



APPENDIX 4: Youth Mentoring Policy

SVC Youth Mentoring Policy

Purpose

1:2:1 mentoring at SVC is a growing element of the youth ministry. The overall aim and purpose of the mentoring programme is to give young people (YP) the opportunity to be connected and meet regularly with a member of the youth team (YT). The space would consist of discussing topics which the YP would like to share and go on a journey with, allowing the YP to grow in wisdom, maturity and understanding about themselves and the world around them.

Mentoring can aid YP:

- Staying in school
- Improving a YP's self-esteem
- Teaching YP how to relate and communicate better
- Helping YP realise career goals and help them plan a path towards them
- Engaging in safe activities in free time
- Seeing an example of a positive advocate for them
- Understanding they are important and worthy of time
- In giving them a space to share ideas, reflections and verbally work through issues.

Expectations and Role Profile of Mentor

It is expected that YT members who choose to enter into a mentoring relationship with a YP with SVC's youth ministry behave with the utmost respect and professionalism. Unlike a teaching professional at school, a 1:2:1 mentor is more likely to have a relational approach and have less hierarchical power over the YP, building a relationship which allows the YP to build trust with the YT member.

Role Profile of a Mentor:

The mentor's role is to support their mentees by:

- Creating a safe space for them to explore their relationship with God: Father, Son and Holy Spirit.
- Empowering them to resolve current issues and to develop coping strategies for the future.
- Provide a model for a healthy, trusting relationship through clear communication and setting appropriate boundaries.
- Acknowledging mentees' strengths, talents and gifts and encouraging them to find ways to use them.
- Be an active listener and offer support and encouragement when appropriate.

This in practice would look like:

- Agreeing a meeting point with the YP via their parents and being there on time to greet the YP.
- Not swearing or using any other inappropriate (e.g. age-inappropriate, intimate, violent or sexual) language or jokes and keeping the conversation appropriate to a mentoring meeting.
- Not engaging in any risky behaviour or criminal activity with the YP.
- Not driving the young person anywhere.
- Keeping the conversation focussed on the YP.
- Avoiding all physical touch and otherwise maintaining appropriate boundaries for an adult-young person mentoring relationship. NB - the recently amended Positions of Trust law now includes faith settings making sexual activity illegal for youth leaders with 16-18 year olds who are otherwise above the age of consent.
- Remembering that leaders and young people are not friends. Notifying the Youth Pastor if there are concerns that the young person may be blurring this boundary in their mind.
- Finishing in the session well, on a positive note and on time.
- Following safeguarding guidelines including: not withholding any safeguarding concerns to the Designated Safeguarding Lead (DSL) and recording the session on the activity log afterwards.

Safeguarding

Although easy to create mentoring partnerships between YP and YT members, ensuring good practice and proper safeguarding processes are in place is paramount to the ongoing safety of the YP and the protection from allegations made on the YT members. For this reason, it is important that there are strong boundaries in place so that YTs understand the parameters that they are safely able to work within. Therefore, this policy aims to set out guidelines for safe practice within the 1:2:1 mentoring partnerships for all stakeholders involved.

What are the dangers for YP within the 1:2:1 context?

When a YP is paired with a YT for 1:2:1 mentoring, they are potentially being placed within a vulnerable position by misconduct from the YT and sadly, we cannot rule this out as a factor when YT members meet alone with YP for their mentoring time. There are procedures which can be put in place to mitigate this which this document outlines later. Likewise, a YP might disclose information which brings attention to an issue at home or school which might need to be dealt with at a higher safeguarding point of view. The YT members offering mentoring, need to be confident in how to deal with disclosures or what they do if they notice a behavioural change of physical issue which might indicate abuse.

What are the dangers for YT within the 1:2:1 context?

As with any contact with YP, allegations against a mentor's conduct can easily arise. Whether true or false allegations, these can bring a huge weight on the individuals involved as well as the representing organisation and YP's family. Without evidence of such allegations, it can be especially difficult to prove the legitimacy of the claim and always the side of caution will need to be taken which can lead to distress and long-lasting consequences for the mentor involved.

Mitigating Safeguarding Incidents

All YT members will be required to comply with the following:

- All mentors will have an enhanced DBS check.

- All mentors will undertake safeguarding training inc. the signs to look out for when working with YP and behavioural conduct/ safer working practices.
- Mentors will only be allowed to meet YP in a public space within the London Borough of Sutton.
- Mentors will only be allowed to claim within the budget allocated for the mentoring space. It is their choice if they wish to include their own food or drink within this but should only claim this amount.
- Mentors will not be paired with any YP from families that they are friends with. If they build a relationship with family during the season of mentoring, it will be re-evaluated as to whether the mentor is the right match for the mentee due to change of circumstances.
- Mentors will meet the YP in a visible public space at a time when members of the public are normally around. The location should be within view of others wherever possible, e.g. not in a secluded corner of a shopping centre where there is low footfall. Exceptions to this would be meeting at the church offices and in the mentee's home. In these cases, there will be at least one other adult in the building and doors will be left open to the meeting room.
- Mentors will be required to use the official log for the agreed time and place of each meeting and make SVC Youth Pastor aware of this in advance.
- Within 24 hours after the meeting, mentors will be required to fill in details of the meeting using the same log. This includes meeting time, place, what was discussed and what time the mentoring contact finished. This will be viewable by the safeguarding team.
- Communication with the young person should be at church on a Sunday where the next meeting time and location can be discussed. Any written communication between the YP and YT will be via parents.

What will SVC do to ensure good safeguarding practice is taking place once mentoring has been set-up:

- Ensure the above protocols are in place and followed.
- Check the mentoring log regularly and follow-up any safeguarding concerns via appropriate channels.

- SVC Youth Pastor to send a follow-up message to the YP after the meeting to hear their voice and see if they have any concerns to report from the meeting.
- This message will also ask the young person if they wish to continue and remind them that they can stop at any time.

APPENDIX 5 - 1:1 Form

Date and time of meeting:

Location of meeting:

Name of staff member:

Names of those in attendance:

Name of adult/s at risk:

Description of conversation:

Follow up including date, time and location, if known:

APPENDIX 6 - Car Safeguarding Policy

SVC Car Safeguarding Policy for Youth Team (inc Youth Pastor, Youth Work Student and Parents)

Occasionally SVC Youth organise events outside of their usual meeting places of Overton Grange Secondary School and Stayton House in Sutton. On these occasions, young people sometimes need to be transported in a Youth Team member's car due to financial, logistical or health reasons. This Safeguarding document aims to outline the safety precautions which should be in place before and during transporting young people in a youth team member's car and aims to ensure that parents and volunteers alike understand the procedures set in place for a safe transit of young people. You have received this document because you have been identified as someone who has been asked to transit young people or might need to in the future. It is your responsibility to read, review and understand this document. If you have any questions, please email hannah.raden@suttonvineyard.org

NB: At no point should a Young Person be left alone in a car with a Youth Leader*. If this is to happen, only in exceptional circumstances, such as a medical emergency, and notified to the Youth Pastor BEFORE the journey begins.

Before the Journey(s)

- The SVC Youth Pastor should know who will be in the car and at what time.
- Parents should be made aware of where their child is being picked up from, who will be driving them, why and where to pick them up at the end of the journey.
- There will always be three people in a car to avoid an adult being alone with a young person*. If this is unavoidable, e.g. in an emergency, the leader should first call the Youth Pastor, not wait until afterwards.
- The three people in the car can be: two adults and a young person or an adult driver and 2 young people. This will always be arranged prior to the occasion to ensure that the most suitable groupings are arranged ensuring that a young person is not left alone with a driver by the end of the trip.
- Anyone taking young people in their car should ensure their car is fully MOT checked and serviced, taxed and insured by UK road law.

They should ensure they have fuel for the entire length of the journey. The onus of this check is on the main driver.

- Drivers should have a full driving license and legally be able to drive by law in the UK.
- The driver should have a charged working phone and the contact numbers of those in charge of leading the party (most likely SVC Youth Pastor or other designated party lead) at hand in case of an emergency.
- Before commencing the journey, the driver should ensure all young people are wearing their seat belts and are comfortable.

During the Journey(s)

- Drivers should proceed to drive straight to the meeting venue or place which has been communicated with SVC Youth Pastor or designated party lead. They should not stop unless absolutely necessary such as for a toilet break or emergency.
- If the driver has to stop, they should contact the Youth Pastor or designated party lead immediately with full details.
- Drivers should not under any circumstances allow any of the young people to drive the car. They should obey traffic enforcement laws including speed limits, traffic lights, road signs and the highway code.
- Drivers should not do anything in the car which could cause distraction to driving. This includes having the music up too loudly, talking on their phone, turning around and chatting to the young people and eating.
- In an emergency situation such as a car accident or breakdown, take the young people to a safe place away from the car/ hard shoulder and proceed to call 999. After this, immediately contact the Youth Pastor or designated party lead. A full written record of the incident will need to be taken including times, details of those involved and any medical treatment needed so try to remember as much as you can. Try to stay calm and ensure the safety of yourself and that of the young people.

After the Journey(s)

- Upon return, make sure that the young people are picked up by their parent, guardian or agreed adult safely. Do not let any young people

go until you have seen them be collected by their parent, guardian or agreed adult.

- Do not let them walk home by themselves or catch public transport by themselves. In this scenario, the Youth Pastor or designated party lead should be made aware that the young person will not be being picked up but will be making their own way home which has been communicated by a parent or guardian.
- When taking young people home, e.g. after a late event, leaders will try to minimise time spent with only 1 young person in the car, e.g. by dropping off siblings last. The Youth Pastor will allocate car spaces to enable this.
- Should any safeguarding matters arise during the journey with young people, contact the Youth Pastor or Designated Safeguarding Liaison. Write down as much detail as you can as this will form the basis of a log and may need follow-up action.

* As a church community, some Youth Leaders will have close contact with young people because they are family friends, related etc. In this case, leaders should complete the form Leader's Disclosure of non-standard contact with young people in SVC Youth and wait for the Youth Pastor to cross-check with parents that they approve, for example, that they travel alone with their young person to give them a lift. As with any other exception to a safeguarding rule, it must be approved in advance, not offered afterwards.

APPENDIX 7 - Photo and Video Policy

Sutton Vineyard Photos and Video Policy

Sutton Vineyard take photos and record video footage during its Church services and associated ministry events in order to promote and celebrate the life of the Church. In addition Sutton Vineyard livestream it's Church services on to an online platform.

Photos and video footage of an individual is personal data. Images and video footage that can identify an individual's religious belief is classed as special category data.

Sutton Vineyard have developed this policy to provide a guideline to be compliant with GDPR (General Data Protection Regulations).

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter.

Photos and Video Footage of Adults

Sutton Vineyard need to ensure they have written or verbal consent from any individual where an image or video footage clearly identifies that individual before it is used.

In some cases, it is not practical to obtain individual consent, for example in large group shot situations, and therefore a clear Privacy Notice will be reasonable.

Photos and Video footage will be taken by staff members, or by an approved member of the media team.

Photos and video footage may also be passed on to Sutton Vineyard through ministry leaders who will ensure correct consent has been provided.

Photos and Video Footage of Children (under 18 years of age)

Sutton Vineyard will ensure they have written parental consent for all children for any photo or video footage before it is used.

When group photos are taken which includes children where consent has not been provided, Sutton Vineyard will look to seek consent before using the image or look to obscure the image of that child before it is used.

All photos and video footage will be taken by staff members, a ministry leader or assigned team member or approved member of the media team.

Privacy Notice

All those in attendance at Sutton Vineyard events must be informed

- that photos and video footage are being taken
 - the reason why they are being taken and how they will be used
 - who to contact if they have an objection or wish to complain
- The privacy notice can be displayed in a number of ways based on the event. These include
- sending an email/letter in advance
 - displaying a notice
 - making an announcement

Consent

Sutton Vineyard should ensure they take the necessary steps to obtain consent. This can be done

- In advance via an online form
- In advance through a sign-up sheet
- Asking an individual before a shot is taken
- Asking an individual after the event where a shot has been taken
- Making an announcement before a group shot is taken

At any point an individual can withdraw consent by contacting admin@suttonvineyard.org requesting the removal of a photo or video footage and Sutton Vineyard will be responsible for permanently deleting.

Security

Sutton Vineyard are committed to protecting individuals' personal data and therefore will ensure photos and video footage are

- uploaded and stored securely on to an external/cloud based drive
- password protected
- deleted from original file saving device
- only shared with relevant staff and ministry leaders

Retention

Sutton Vineyard will retain an image or video footage long enough to fulfil the purpose for which they were collected.

Many images and video footage will be retained for historical purposes, others should be deleted no later than 5 years after the event

Sunday Services

During Sunday Services, Sutton Vineyard will video and live stream the whole service and relay footage, take photos and record video footage of the ministry updates and the sermon which includes the Bible reading and worship. Sutton Vineyard will also take photos and record video footage of Sunday teams and the congregation before, during and after the service.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A Privacy Notice will be displayed at the back of the Church.

The preaching team, the lectern team, worship team, ministry leaders and sharers will be informed and asked to provide prior consent for the use of an image or video footage. Any other images and video footage, which clearly identifies an individual, consent must be provided at the time or afterwards.

All photos and video footage will be taken by Staff or members of the media team who will easily be identifiable by wearing a team T-shirt.

Sutton Vineyard will not stop any individual from taking photos or video footage during a Sunday Service but will monitor this on a needs basis.

Special Sunday Services

In addition, at special services, such as Baptisms, Dedications/Christenings Sutton Vineyard will take photos and record video footage of testimonies and the baptisms, dedications and christenings.

In addition, photos and video footage will collated and given to the individual or families involved in the service for their memories.

Those directly involved will be made aware in advance and asked to provide prior consent for the use of an image or video footage.

Sutton Vineyard will not stop any individual from taking photos or video footage during these services but an additional announcement will be made to highlight that they should seek consent if they wanted to share those photos online.

Kids

During Kids whether on a Sunday or at a social event, Sutton Vineyard will take photos or video footage of the different activities involved.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church

A privacy notice will be included as part of the Kids registration form and written parental consent will need to be provided for all children.

Kids team leaders will be informed and asked to provide consent at the time or afterwards of any image or video footage which clearly identifies them.

All photos and video footage must be taken by a staff member or an assigned member of the kids or media team. This should be made aware at the time of photos been taken. Once these have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use

Youth

During Youth, whether on a Sunday, at a social event or residential trip, Sutton Vineyard will take photos or video footage of the different activities.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church

A privacy notice will be included as part of the Youth registration form and written parental consent will need to be provided for all children.

Youth team leaders will be informed and asked to provide prior consent for the use of an image or video footage which clearly identifies them.

All photos and video footage must be taken by a staff member or an assigned member of the youth or media team. This should be made aware at the time of photos been taken. Once these have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Church Ministry Events / Community Ministries / Courses

During church ministry events, community ministry events and courses, Sutton Vineyard will take photos or video footage of the event.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

Sutton Vineyard understands the sensitive and complex nature of those attending the different events and will be respectful of taking photos and video footage of people directly.

A privacy notice will be provided, which will be different for each event, and the person assigned to take photos and video footage should make it clear to those in attendance. Once these images and video footage have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Sutton Vineyard will monitor other individuals taking photos and depending on the event, if it is appropriate. It must be made clear to those in attendance that they are not official Sutton Vineyard photos.

Sutton Vineyard will seek to get consent from ministry leaders and team members but will rely on the ministry leader ensuring they have correctly given a privacy notice and obtain additional consent in order to use any image and video footage which clearly identifies an individual. Any image and video footage of children must have written parental consent.

Mission Trips

During Mission Trips and associated events in the run up to the trip, Sutton Vineyard will take photos or video footage of the events and trip.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A privacy notice will be included as part of the mission application and will be asked to provide prior consent for the use of an image or video footage.

All photos and video footage must be taken by a staff member, an assigned member of the media team or by members of the mission team. Photos that are passed on to Sutton Vineyard they should be deleted and not used for personal use.

Social Events / Activity Groups

During Sutton Vineyard Social events, Sutton Vineyard will take photos or video footage of the event.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

A privacy notice will be provided, which will be different for each event, and the person assigned to take photos and video footage should make it

clear to those in attendance. Once these images and video footage have been securely passed on to Sutton Vineyard they should be deleted and not used for personal use.

Consent must be provided in order to use any image and video footage which clearly identifies an individual. Any image and video footage of children must have written parental consent.

Photobooths

During some Sutton Vineyard Events, Sutton Vineyard set up a photobooth to take staged photo shots.

Photos and video footage are taken for historical purposes as well as for use in internal presentations, printed marketing and online marketing, which includes our website, social media accounts and newsletter, in order to promote and celebrate the life of the Church.

Additionally, photos are collated and given to the individual or families involved in the photobooth for their memories.

A privacy notice will be provided, and we will ask those who take the opportunity to use the photobooth to provide consent in order to use the image. Any image of children must have written parental consent.

All photos will be taken by Staff or members of the media team who will be easily identifiable by wearing a team T-shirt or by the use of a computer programme that enables the photos to be taken automatically at the touch of a button pressed by a person in the shot.

APPENDIX 8 - Specific Safeguarding Issues

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic abuse – including psychological, physical, sexual, financial, emotional abuse

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the child/adult has not or can not consent or was pressured into consenting

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

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

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on - going ill - treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self - neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Online-safety issues

- Bullying (cyber bullying)
- Posting personal information
- Exposure to inappropriate content
- Exposure to racist or hate material
- “Sexting” - exposure to inappropriate messages (known as ‘Youth generated sexual imagery’)
- Secretly communicating with children as part of the grooming process
- Encouraging violent or dangerous behaviour
- Physically harming young people through film
- Encouraging young people to run away

(See Appendix 9 - Youth Online Communications Policy)

Child Sexual Exploitation (CSE) & Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

FGM: Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. All staff need to be alert to the

possibility of a girl being at risk of FGM, or already having suffered FGM. From 2015, there is also a mandatory reporting duty on teachers, social workers and healthcare professionals, to report to the police:

- If they are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

Children at risk of forced marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressured, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights. The pressure put on people to marry against their will may be:

- • physical: for example, threats, physical violence or sexual violence
- • emotional and psychological: for example, making someone feel like they are bringing 'shame' on their family

Honour based abuse

Honour based abuse is a violent crime or incident which may have been committed to protect or defend the 'honour' of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture. For example, honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage

- wear clothes or take part in activities that might not be considered traditional within a particular culture

Violent Extremism/Radicalisation

Since 1 July 2015 specified authorities are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”, updated 2021), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Children Missing from Education

All paid or unpaid staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Children with special educational needs and disabilities

Children with special educational needs and disabilities are four times more likely to be abused than other children. These children may need a signer or communication aid in order to communicate and if they are non-verbal changes in behaviour may be indicators of distress.

County lines

County lines is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile

phone lines or “deal lines”. It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. If this is suspected it is dealt with as a child protection issue and referred to in the same way as any other type of abuse or neglect.

Upskirting

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force in 2019. Upskirting is where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Sexual violence and sexual violence can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. There is specific guidance for education.

Peer on peer abuse

Abuse or concerns about abuse or harm by other children/young people should be subject to the same safeguarding procedures as in respect of children/young people being abused by an adult, ‘boys will be boys’ or any other similar mindset towards this behaviour should be challenged and identified as abuse. Staff responding should be alert to the risk a child may pose to children other than any “current” victim; and children/young people who harm others are likely to have considerable needs themselves (e.g. subjected to abuse, witnessed domestic violence or committed criminal offences).

Fabricated Induced Illness

A condition whereby a child suffers harm through the deliberate action of her/his main carer and which is attributed by the adult to another cause. There are three main ways of the carer fabricating or inducing illness in a child:

- Fabrication of signs and symptoms, including fabrication of past medical history;
- Fabrication of signs and symptoms and falsification of hospital charts, records, letters and documents and specimens of bodily fluids;
- Induction of illness by a variety of means.

The above three methods are not mutually exclusive.

Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration.

Spiritual abuse

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include:

- manipulation and exploitation,
- enforced accountability,
- censorship of decision making,
- requirements for secrecy and silence,
- coercion to conform, [inability to ask questions]
- control through the use of sacred texts or teaching,
- requirement of obedience to the abuser,
- the suggestion that the abuser has a 'divine' position,
- isolation as a means of punishment,
- superiority and elitism

APPENDIX 9 - Youth Online Communications Policy

Sutton Vineyard Youth Online Communications Policy

This policy applies to any online app, site, or game with messaging.

Sutton Vineyard understands the growing need to communicate with young people but believes this should be done in a safe and appropriate way to protect all those involved from harm, abuse, and allegations.

- According to NSPCC, online grooming crimes recorded by police jumped by around 70% in the last three years, reaching an all-time high 2021.
- The Internet Watch Foundation found that almost 7 in 10 instances of child sexual abuse involve 11-13-year-olds, increasingly where abusers remotely coerce children alone in their bedrooms into sexual activities via a webcam.

The same safeguarding guidelines that SVC use in-person are the same when online so please refer and refresh yourself with the main Safeguarding policy. If you feel uncomfortable or spot concerns online regarding a young person online, please report them in confidence to a member of the Safeguarding team at SVC without delay. This includes becoming concerned about a young person's online behaviour/circumstances or flagging anything that looks suspicious. As young people grow in independence and sometimes take risks, this is normal as part of their development although the repercussions of this online can be wider hence the need to support them and keep yourself safe in the process.

Sutton Vineyard employees, trustees, key leaders, and Youth leaders should avoid all contact with young people 1:2:1 as much as possible.

Social Media

Adults in a position of trust within the church (Youth Pastor, Kids pastor, trustees, employees and key leaders) should not be 'friends' or 'follow' any young people on social media (Facebook, Snapchat, Instagram, Be Reel, WhatsApp) and should not accept a request from a young person under the age of 18.

Those who are social media 'friends/follow' with young people prior to stepping into a position of trust with SVC, should fill out the Non-Standard Contact Disclosure Form, available on request/provided by the Youth Pastor. They should declare any online friendships that they have with young people on this form. In this case, the Youth Pastor will contact parents to ask verification for this contact and request permission that the adult submitting the disclosure is able to stay 'connected' to their child online.

Leaders should not actively befriend a young people or go 'in search' to add a young person to their social media profiles.

If the adult has permission to remain connected with the young person online via parents' consent, anything posted should adhere to the SVC Social Media policy and should not contain anything sexual, highly politically motivated, illicit, or controversial. They should assume anything can be screenshotted and be kept on file and used against them in an event of allegation.

Serving in a Team at SVC

If a young person has expressed a desire to be on a serving team to the Youth Pastor, then it is only natural that the young person be involved in communications platforms such as WhatsApp and emails along with their fellow serving team. In this instance, the Youth Pastor will ask consent of the young person's parents to add this number on the serving group. If a parent does not consent, information regarding the serving role will be passed via the parent to the young person as and when needed.

If a young person is added to the communication platform, no other person in the group should use this number to make direct contact with the young person. It is up to the team leader to ensure that this is understood by their team although the Youth Pastor will work with the team leader to ensure transparency and understanding. Each member of the serving team will be contacted to ensure they understand that they should not contact the young person privately and will be asked to respond to say they agree.

Prayer for Young People

Sometimes, pastoral issues arise involving a young person at SVC who may need intercessory prayer from the wider church due to personal reasons. A

communication platform might be set-up for people to share updates and comms around when and where people are meeting to pray.

Young people (friends or acquaintances) of the young person in pastoral need should not be added to this platform, likewise with the young person in pastoral need themselves.

Youth Mentoring

Please see separate Youth Mentoring Safeguarding Policy for wider information.

If a young person is participating in a youth mentoring programme, the time, date and meeting location for this will be arranged via the parents over the course of the mentoring provision (usually 6 sessions over 6 months). The Youth Pastor will ask the parents if the mentoring adult is able to use the young person's number directly for the sole purpose of reminding the young person on the day of their meeting arrangement and nothing more. The youth pastor will be added to this chat to ensure accountability as a silent partner to record anything there if necessary. The adult mentor should not engage in a conversation with the young person or use the young person's phone number to make further contact with them after the mentoring meetings and programme. They will be asked to agree to this prior to mentoring commencing.

If a young person asks the mentor a question on the chat, the mentor should do their best to answer and then take the conversation no further.

Other Guidance

Under no circumstance must a person of trust within the church (Youth Pastor, Kids pastor, trustees, employees, and key leaders) meet online with a young person alone using video. This includes calling or streaming, ad hoc or scheduled. Another trusted adult must be present for the specific purpose of the meeting and parents must be informed prior to the meeting of the purpose, length, and time of the meeting.