



www.severnvineyard.org

Severn Vineyard Safeguarding Policy

(based on CCPAS' policy© Oct 2022)

April 2023

Next review date April 2024

The Safeguarding Policy

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- Section 1. Place of worship / organisation details**
Safe and Secure – Standard 1

- Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**
Safe and Secure – Standards 2 and 7

- Section 3. Prevention**
Safe and Secure – Standards 3 and 4

- Section 4. Pastoral care**
Safe and Secure – Standards 8 and 9

- Section 5. Practice guidelines**
Safe and Secure – Standards 5, 6 and 10

- Appendix 1. Leadership safeguarding statement**

- Appendix 2. Definitions of abuse Adults**

- Appendix 3. Signs of possible abuse Adults**

- Appendix 4. Definitions of abuse Children**

- Appendix 5. Signs of possible abuse Children and Young People**

- Appendix 6. How to respond to an allegation of abuse**

- Appendix 7. Report of suspicion of abuse**

- Appendix 8. Recruitment to a kids/youth/adult related role**

- Appendix 9. Principles of good working**

- Appendix 10. Online Safety Policy**

- Appendix 11. Youth Mentoring**

SECTION 1

Place of worship / organisation details

Name of Place of Worship / Organisation	Severn Vineyard
Address	Totterdown Methodist Church, 7 Bushy Park, Totterdown, Bristol, BS4 2EG
Email address	hello@severnvineyard.org
Membership of Denomination / Organisation	Vineyard Churches UK & Ireland (VCUKI)
Charity Number	1130698
Company Number	6952398
Insurance Company	Ansvar – policy No. CHF 2211380
Thirtyone:eight registration number	6839
Safeguarding Coordinator	Laura Kerr - safeguarding@severnvineyard.org
VCUK&I safeguarding Lead	Gwyn Mitchell - gwyn.mitchell@vcuki.org.uk 01482 462690
Deputy Safeguarding Coordinator	Rebecca Kishtainy - rebecca.kishtainy@severnvineyard.org
Lead Pastors	Owen Lynch - owen.lynch@severnvineyard.org Claire Lynch - claire.lynch@severnvineyard.org

Brief Description

Severn Vineyard Church is a Christian Church meeting regularly for services at The Station, Silver Street, Bristol, BS1 2AG. It is an independent organisation affiliated to Vineyard Churches UK & Ireland.

The Sunday services incorporate groups for young people aged 0-18 years. In addition, there are weekly meetings for youth (14 -18 yrs.) and for adults with care and support needs (LRG). We run a variety of services for families in need through Brighter Bristol and run the South Bristol CAP Debt Centre. Most of the team who work with children, youth and adults with care and support needs are volunteers. Events occur both within church sites and off-site in a variety of community locations and homes of members of the church. Regardless of location this safeguarding policy will be applied.

Positions of Trust

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

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

As of April 2022, it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

Our commitment

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

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Thirtyone:eight (formerly known as Churches’ Child Protection Advisory Service, CCPAS).

The Leadership undertakes 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.
- make every endeavour to ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take to protect children and adults with care and support needs.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

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 which states:

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

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

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

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

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

Definitions of abuse – Shown in Appendices 2 and 4

Signs and indicators of abuse – Shown in Appendices 3 and 5

How to respond to a child wishing to disclose abuse – Shown in Appendix 6

Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the "Safeguarding Coordinator" or "deputy Safeguarding Coordinator" who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The worker or volunteer should make a report of the concern using the form found on the church website (<https://www.severnvineyard.org/safeguarding-report-a-concern>). If you are part of a team at Severn Vineyard, please ensure that you have made your team leader aware.

Safeguarding Co-ordinator

Name: Laura Kerr

Tel: 07845121473

Email: safeguarding@severnvineyard.org

Deputy Safeguarding Co-ordinator

Name: Rebecca Kishtainy

Email: rebecca.kishtainy@severnvineyard.org

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the Thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.
- In the absence of the Safeguarding Coordinator/Deputy Safeguarding Co-ordinator or if the suspicions/allegations in any way involve the Safeguarding Coordinator, then the report should be made to '**Thirtyone:eight.**'

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

Tel: 0303 003 1111. Option two

Alternatively contact Social Services or the police.

Key Contacts Regarding Children and Youth

If a child is currently being harmed or in a situation of immediate risk, contact the police on 999.

- Where the concern is about a **child** and relates to a disclosure of abuse requiring a same day response, the Safeguarding Coordinator should contact one of the following numbers depending on where the child lives.

Bristol - First Response Team on **0117 903 6444**

North Somerset - NSSCP Child Protection Team on **01275 888 808**

South Gloucestershire - Access and response team on **01454 866000**

Bath and North East Somerset - Children's Social Work Services on **01225 396 111** or **01225 477 929**

or **out of hours** contact **The Emergency Duty Team** which provides an emergency social work service for the four authorities of Bath and North East Somerset, Bristol, North Somerset, and South Gloucestershire at night, at weekends and bank holidays on **01454 615 165** or text phone **01454 618 966**.

Key Contacts Regarding adults with care and support needs

In an emergency, call the Police on 999

- **If it is not an emergency but you need help fast, call the Police on 101.**
- In other cases, where the concern is regarding an adult in need of protection, depending on where the person lives, contact the Adult Social Services number below:

Bristol : Adult Social Services, Care Direct on **0117 922 2700**
CareDirect at www.bristol.gov.uk/social-care-health/report-suspected-abuse

North Somerset : Care Connect on **01275 888 801**

South Gloucestershire: adult care on **01454 868007**

Bath and North East Somerset: Virgin Care Adult Safeguarding on **0300 247 0201**

or **out of hours** contact **The Emergency Duty Team** which provides an emergency social work service for the four authorities of Bath and North East Somerset, Bristol, North Somerset, and South Gloucestershire at night, at weekends and bank holidays on **01454 615 165** or text phone **01454 618 966**.

- The Safeguarding Coordinator should take advice from '**Thirtyone:eight**' on **0303 003 1111**.
- The Safeguarding Coordinator **may** need to inform others depending on the circumstances and/or nature of the concern. The nominated Safeguarding trustee is Claire Lynch. She will log that there is a safeguarding concern being dealt with. She will inform the Insurance company if necessary to advise that there is a possibility of a serious incident concerning safeguarding if allegations have been made about a person who has a role with under eighteens.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Services, the Police or taking advice from '**Thirtyone:eight**.'
- The Leadership will support the Safeguarding Coordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from '**Thirtyone:eight**,' although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect, or emotional abuse.

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

- Contact Children's Social Services (or **'Thirtyone:eight'**) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by **'Thirtyone:eight'** (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by **'Thirtyone:eight'** if, for any reason they are unsure whether to contact Children's Social Services/Police. **'Thirtyone:eight'** will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection:

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

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

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, '**Thirtyone:eight**' can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with the Bristol 'Keeping Children Safe Group' (formerly Local Safeguarding Children Board (LSCB) procedures will:

- Consult with Children's Social Services regarding the suspension of the worker.
- Make a referral to a designated officer, called a Local Authority Designated Officer (LADO) whose function is to oversee all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The Safeguarding Coordinator will:

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

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

SECTION 3

Prevention

Safer recruitment

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

- There is a written job description / person specification for 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 an 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.

Where a prospective team member is from overseas, we will complete the same reference checks and request references from their previous country of residence.

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Employed members of the team will attend **'Thirty-one:eight'** courses or complete online courses. Volunteers will attend in-house Safeguarding training which they will repeat as they feel necessary. Annually those the policy covers will be required to confirm they have read the current policy.

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

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs – for more Social Care online information and booklet see link details below, 'Preventing the Abuse of Trust Caring for young people and the Vulnerable' which makes it clear that no personal, sexual relationships should be formed by those in a position of trust with those who are under 18 years of age or who may be considered vulnerable.

<https://www.scie-socialcareonline.org.uk/caring-for-young-people-and-the-vulnerable-guidance-for-preventing-abuse-of-trust/r/a11G0000017sQsIAI>

SECTION 4

Pastoral Care

Supporting those affected by abuse.

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation. Our pastoral care support will be provided through our Safeguarding Co-ordinator and other pastoral teams, both voluntary and employed, who will work in conjunction with other agencies to provide practical support.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with care and support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

In practice individual written guidelines will be produced and communicated to those who need to supervise the boundaries set in place. We will also produce a code of behaviour that will be agreed with the individual and that they must follow. Appropriate boundaries may include exclusion from certain events involving children or adults with care and support needs, limits relating to their church attendance and limits on the teams they can contribute toward.

SECTION 5

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 accusations.

Consent forms will be supplied to all parents and carers of under eighteens, who regularly attend church activities.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people, and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines regarding our expectations of those with whom we

work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding, whilst fully complying with our own policy. It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets '**Thirtyone:eight**' safeguarding standards.

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

Updated by: Laura Kerr

Date:

To be reviewed by: April 2024

APPENDIX - 1

Leadership Safeguarding Statement

The Leadership Owen Lynch (Co-lead Pastor) and Claire Lynch (Co-lead Pastor) recognise the importance of its ministry / work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

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

The following statement was agreed by the leadership/organisation on: 1st April 2017

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

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship / organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised, and challenges are responded to appropriately.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action, they may need to take to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting, and safeguarding of children and young people

- Supporting, resourcing, training, monitoring, and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) 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.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as Safeguarding Coordinators for this place of worship/organisation.

Laura Kerr: Safeguarding Coordinator

Rebecca Kishtainy : Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from safeguarding@severnvineyard.org

Signed by Leadership Team:

Signed _____ Owen Lynch

Signed _____ Claire Lynch

Date _____

Appendix 2

Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether 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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

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

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.

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 adult has not consented 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, cyber bullying, 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. Incidents of abuse may be a one-off or multiple and affect one person or more than one person.

Appendix 3

Signs of Possible Abuse in Adults

Physical abuse

History of unexplained falls, fractures, bruises, burns, minor injuries.

Signs of under or over use of medication and/or medical problems left unattended.

Any injuries not consistent with the explanation given for them.

Bruising and discolouration - particularly if there are lots of bruising of different ages and in places not normally exposed to falls, rough games etc.

Recurring injuries without plausible explanation

Loss of hair, loss of weight and change of appetite.

A person flinches at physical contact &/or keeps fully covered, even in hot weather.

A person appears frightened or subdued in the presence of a particular person or people.

Domestic violence

Unexplained injuries or 'excuses' for marks or scars.

Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence and Female Genital Mutilation.

Age range extended to 16 yrs.

Sexual abuse

Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.

Unexplained change in behaviour or sexually explicit behaviour

Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.

Infections or sexually transmitted diseases

Full or partial disclosures or hints of sexual abuse

Self-harming

Emotional distress

Mood changes

Disturbed sleep patterns

Psychological abuse

Alteration in psychological state e.g., withdrawn, agitated, anxious, tearful.

Intimidated or subdued in the presence of a career.

Fearful, flinching or frightened of making choices or expressing wishes.

Unexplained paranoia

Changes in mood, attitude and behaviour, excessive fear, or anxiety

Changes in sleep pattern or persistent tiredness

Loss of appetite

Helplessness or passivity

Confusion or disorientation

Implausible stories and attention seeking behaviour.

Low self-esteem

Financial or material abuse

Disparity between assets and living conditions.

Unexplained withdrawals from accounts or disappearance of financial documents or loss of money

Sudden inability to pay bills, getting into debt.

Carers or professionals fail to account for expenses incurred on a person's behalf.

Recent changes of deeds or title to property

Missing personal belongings

Inappropriate granting and / or use of Power of Attorney

Modern slavery

Physical appearance; unkempt, inappropriate clothing, malnourished

Movement monitored, rarely alone, travel early or late at night to facilitate working hours.

Few personal possessions or ID documents.

Fear of seeking help or trusting people.

Discriminatory abuse

Inappropriate remarks, comments, or lack of respect

Poor quality or avoidance care

Low self-esteem

Withdrawn

Anger

A person puts themselves down in terms of their gender or sexuality.

Abuse may be observed in conversations or reports by the person of how they perceive themselves.

Institutional Abuse

Low self-esteem

Withdrawn

Anger

A person puts themselves down in terms of their gender or sexuality.

Abuse may be observed in conversations or reports by the person of how they perceive themselves.

No confidence in complaints procedures for staff or service users.

Neglectful or poor professional practice.

Neglect and acts of omission.

Deteriorating despite apparent care

Poor home conditions, clothing or care and support.

Lack of medication or medical intervention

Self-neglect

Hoarding inside or outside a property

Neglecting personal hygiene or medical needs

A person looking unkempt or dirty and has poor personal hygiene.

A person is malnourished, has sudden or continuous weight loss, and is dehydrated – constant hunger, stealing or gorging on food.

A person is dressed inappropriately for the weather conditions.

Dirt, urine, or faecal smells in a person's environment

Home environment does not meet basic needs (for example not heating or lighting)

Depression

Appendix 4

Definitions of Abuse Children

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

England

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

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.

Physical abuse : Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse : Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse : Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect : Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers).
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Further Definitions of Abuse (Children)

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g., severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. Government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done 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, 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.

In 2013 spiritual abuse was defined as "Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:-manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context."(Oakley & Kinmond, 2013)

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister, and grandparents, whether directly related, in-laws or stepfamily.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such

as forced marriage and other so-called 'honour crimes,' which can include abduction and homicide, can now come under the definition of domestic violence.

The Government revised its definition of domestic violence and abuse in March 2013 as:

"Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality." This can encompass, but is not limited to, the following types of abuse:

1. Psychological
2. Physical
3. Sexual
4. Financial
5. Emotional

"Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour."

"Coercive behaviour is an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Family members are defined as mother, father, son, daughter, brother, sister, and grandparents whether directly related, in-laws or stepfamily. However, this is not an exhaustive list and may also be extended to uncles, aunts, and cousins etc.

The Home Office (2009) *What is Domestic Violence?* London: Home Office defines domestic violence as:

"Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality."

Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence and are more likely to be seriously injured or killed by their partner, ex-partner, or lover. Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.

In 2016 the HM Government published a Violence Against Women and Girls (VAWG) Strategy which can be accessed [here](#)

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 – 6.11)

Sexually exploited children and young people

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of eighteen and can attract tough penalties. They include:

- paying for the sexual services of a child.
- causing or inciting child prostitution.
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

Children who are sexually exploited into prostitution.

Working Together to Safeguard Children' (2006) Section 6.2 stated:

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

See also 'Safeguarding Children Involved in Prostitution (2000)

With regards to addressing sexual exploitation of children at a more international level, Interpol has also specified a list of appropriate terminology when referring to sexual crimes against children. The details for the same can be accessed [here](#).

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) stated that:

“Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM

is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.”

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel, or procure the carrying out of FGM abroad, even in countries where the practice is legal.

A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015.

Appendix 5

Signs of Possible Abuse (children & young people)

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.
- 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*

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
- 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, Un-treated illnesses,
- Inadequate care, etc.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 6

How to respond to an allegation of abuse

- Stay calm, you can do this!
- Listen carefully if someone is telling you about abuse – physical, sexual, emotional or neglect.
- Do not ask questions – it could prevent them from saying more or you might put things in their mind that were not already there.
- Show acceptance of what you are told – even if it seems unlikely or too awful to be true. Reassure the person that they have done the right thing in telling you and you are taking the information seriously.
- Do not promise to keep the matter secret but explain that you may have to share what they say with others on a 'need to know' basis only. It will be the named people in your safeguarding policy.
- Explain what you intend to do and do not delay in acting.
- Ensure the immediate safety of the individual.
- Use the reporting form found on the website (link in appendix 7). If the concern is about what has been observed, for example bruises, marks, suspicions of neglect or sexually explicit/abusive behaviour, then it is important to write a full account of what was seen. Include:
 - Size, shape, colour, position on the body of any bruises or marks, consider taking a picture unless location of that picture is inappropriate.

- The person's appearance e.g., ragged, or dirty clothing, smell, emaciated body, pain, or difficulty in moving.
- Description of sexually explicit or abusive behaviour.
- The date and time of your report and your signature.
- Once completed this form will be sent to the Safeguarding Coordinator or Deputy Safeguarding Coordinator immediately. These will then be stored appropriately. If you are part of a team at Severn Vineyard, please ensure that you have made your team leader aware.
- If the child, young person, or adult is at risk of immediate harm, please contact the Safeguarding Coordinator or the Deputy Safeguarding Coordinator immediately. If you are unable to contact either one of them, then call the police.
- Consider medical intervention if required – does the child, young person, adult need medical attention?
- Use language that is appropriate.

Appendix 7

Reporting a suspicion of abuse, allegation or incident

The form for reporting a concern can be found on the Severn Vineyard website:

<https://www.severnvineyard.org/safeguarding-report-a-concern>

Appendix 8

Recruitment to a kids/youth/adult related role

Stage 1: Potential volunteer is identified and referred to the team leader.

Stage 2: Team Leader supplies initial Safeguarding application and Safeguarding policy.

Stage 3: Applicant receives an Interview where they are given paper copies of the above if they have not already been completed. Their suitability for the team is assessed.

Stage 4: The Safeguarding Administrator sends the electronic DBS link and requests documentation to support the application. Their identity documents are checked.

Stage 4: Whilst the DBS check is being processed, references are also undertaken. If the applicant, already has a current cleared enhanced DBS check with regards to their work (e.g., a teacher/nurse) the applicant can join a team for a probationary period (up to 3 months) whilst being closely monitored in their role, until their application has been fully processed.

Stage 5: On receipt of their clear disclosure certificate and satisfactory references, and in liaison with the team leaders, the applicant can become a full team member. If there are any grounds for concern, these will be discussed fully with the applicant and an appropriate course of action decided upon.

Appendix 9

Principles of Good Working Practice/ Code of Conduct

All volunteers and paid workers are strongly advised to adhere to these principles of good working practice outlined below wherever possible. Treat ALL children, young people and adults with warmth, respect, and dignity relevant to their age.

- Be aware of your own language style, voice tone, body language, and dress and how the individual child, young person, adult might perceive this.
- Ensure that you are never alone with a child or young person where your activity cannot be seen. This may mean leaving doors open, or two groups working in the same room.
- Keep all physical contact public e.g., hugs.
- Touch should be related to the child/young person/adult's needs, not the worker's needs.
- Touch should be age-appropriate and generally initiated by the child/young person/adult rather than the worker. (N.B. In the case of babies, they will initiate the need for a cuddle, usually by crying)
- Team members should support one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misconstrued.
- In a counselling situation with a young person over the age of eleven, where privacy and confidentiality are important, make sure that there is another worker in the building who knows the meeting is taking place and with whom. Leave doors open where possible.
- Under no circumstances should physical punishment be used.
- Where a child requires the toilet, the following should apply:-
 - Nappies must be changed only by the parent or carer of the child. When a nappy needs changing the parent/carer will be contacted promptly.
 - Children under five who need to be assisted in the toilet will be taken by two adults in or in a group.
 - Children (5-11) cannot visit the toilet alone during Children's church times because all our toilets are open to the general public. They must be accompanied by a DBS checked adult, who should check the toilets are clear of other people and then stand outside to prevent anyone else from entering.
- If a child needs their clothes removed due to soiling or a medical accident, then a parent will be called to deal with the situation immediately. If this is not possible then a second adult must be present when removal of a child's clothing is essential.

We aim to staff children's groups according to the following minimum ratio of adults to children:-

- Age 0-2 yrs.: one adult to three children
- Age 2-3 yrs.: one adult to four children
- Age 3-5 yrs.: one adult to eight children

Age 5-8 yrs.: one adult to eight children

Age 8-18 years: ideally one adult to ten children or whatever is deemed safe and appropriate, depending on the children and the activity.

We also have young leaders who are under 18 years assisting in our children's groups. These young leaders must be included in the number of children present and are the responsibility of the adults for that session.

- No person under 18 years of age should be left solely in charge of any children of any age.
- Children or young people attending a group should not be left alone at any time.
- Mobile Phones should not be used for personal calls. Calls concerning emergency matters arising in Kids/Youth ministry can be made.
- All photographs should only be taken of children for whom you have permission to photograph and should only be taken on a designated Severn Vineyard device. Photos should always be taken in a group setting. Any internet use during a session should be safe, appropriate, and closely monitored.
- Serious concerns about a colleague's behaviour should always be reported to the Safeguarding Co-ordinator (see Section 2 for details).

1. Behaviour to Avoid

Workers should NOT engage in any of the following behaviour:-

- Participation in physical or sexually provocative games, however "innocent" they may appear.
- Inappropriate or intrusive touching of any form.
- Intimidating, ridiculing, belittling, or apparent rejecting of a child/young person/adult.
- Making racist or sexist remarks of any kind.
- Showing favouritism to any child/young person/adult.
- Invading the privacy of children/young people/adults either toileting, changing, washing, or showering.
- Making sexually suggestive remarks to or about children/young people/adults – even in "fun" is unacceptable.
- Allowing young people/adults to develop excessive attention-seeking behaviour – especially if it is of a sexual or physical nature.

2. Additional Activities

Where additional activities, trips or socials are organised for the children/young people/adults, the group leader should arrange adequate supervision for those attending. It is recommended that when planning and undertaking additional activities the following guidelines should be followed:-

- A Risk Assessment is completed for each activity.
- Young people up to the age of eighteen must have a completed parent consent form before being allowed to attend a trip. This can come under the annual consent form for trips, photography, and videos if the trip does not involve an overnight stay or a sporting activity.
- When transporting children, workers should try to avoid being left alone with one child in the car. If this is unavoidable ensure parental permission has been given and the child sits in the back seat.
- When planning residentials / sleepovers the **'Thirtyone:eight'** guidelines and checklist should be followed.

Workers and volunteers should be aware of the potential dangers involved when meeting with young people in a one-on-one situation. They should take steps to avoid such dangers i.e., meet in a public place, inform others of the meeting, leave the door to a room open if appropriate.

Appendix 10

Online Safety Policy

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' which follows.

'Thirtyone:eight' Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.

- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; do not abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their e-mail addresses, and communicate with them this way, make sure that their parents know and have agreed, and the Youth Pastor is always cc'd in. Any communication must include the parent and/or the Youth Pastor copied in.
- Only contact children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Email should only be used to communicate specific information. (e.g., times and dates of events). It should not be used as a relationship building tool.
- Email history should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9:30pm.
- Any private messages or emails sent from the youth, should be responded to by copying in the Youth Pastor or parent. Completed conversation should then be forwarded to the Youth Pastor.
- Under no circumstances should a private message or email be initiated by a member of the youth team.

Social Media Policy

- All interaction between workers, paid or voluntary, and children under eighteen shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy (below).
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred to the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e., thirteen for Facebook.
- Workers should ensure their privacy setting ensure the highest levels of security to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Guidelines for using Instagram.

Instagram can be used safely to advertise and communicate with young people aged 13+. The following guidelines must be followed by Severn staff and volunteers when using Instagram in addition to following the general online and social media policy guidance as laid out in the general Severn Vineyard safeguarding policy.

- An official “Severn Youth” Instagram account has been created to advertise and communicate with young people aged 13+.
- At least two team members must be logged into the official Severn Youth Instagram account at all times.
- If for some reason one of the team members is logged out of their device or is unable to access Instagram, leaving only one adult team member logged in, they should inform the youth pastor immediately who will then log it as an incident. The team member should attempt to log back into the account as soon as possible and inform the youth pastor if this is not possible.
- The Severn Youth account should primarily be used to “post” and “share” information about upcoming youth events, past youth events or youth related

resources which might benefit the overall discipleship of young people at Severn Vineyard.

- The Severn Youth account should not be used to “Follow” any under eighteen’s profiles.
- The Severn Youth account should only follow profiles/pages with information relevant to youth ministry. For example, Christian youth festivals, youth resources, Christian speakers, and local churches.
- A group message can be created with more than two young people and the official “Severn Youth” account. It may be appropriate to create a group chat for one-off events such as “DTI,” but these should be time-limited and general communication limited to the same ongoing group chat.
- Direct messaging to the Severn Youth account by young people should be limited to information sharing/clarifying only and not used as a space for relationship building.
- Young people and parents should be made aware that a different member of the youth team may respond to their queries posted on Instagram and they may not necessarily be aware which team member will respond.
- Admin control is not currently possible on Instagram group messages. To mitigate the risk posed from young people posting or saying something inappropriate, young people should be asked to agree to a simple code of conduct when taking part in a Severn Youth group chat.
- If a team member becomes aware of something inappropriate being shared or said in a group chat, then it should be dealt with according to the outlines in the general safeguarding policy.
 - The young person in question should be asked to immediately remove any offending content. If they refuse to do so, then the team member and/or youth pastor should urgently contact the young person’s parents to inform them of the situation and ask that they assist in removing the offending content.
 - Depending on the nature of the content posted and how they respond to requests to remove it, the young person in question may be asked to leave the chat. If they refuse, the other young people involved in the chat should be asked to leave the chat and a new group message created without the individual in question.
- This policy should be reviewed every 12 months to consider the number of young people involved plus any changes to Instagram’s functionality and terms of use.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent

children from being easily identified.

- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated, and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity, and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy

- Where access to the internet is provided on our organisation devices or devices owned by an individual via Wi-Fi, we will exercise our right to monitor usage which includes access to websites, interception, and deletion of inappropriate or criminal material or unlawfully copied text, video, images, or sound.
- Wi-Fi Access will be via a secure password on each computer that will be changed quarterly.
- Social media groups must be used in compliance with this policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request, or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Severn Vineyard considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Severn Vineyard may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Guidance for using zoom with children and young people.

For all of Severn Vineyard Youth and children's interactive face to face provision online Zoom is currently the platform of choice.

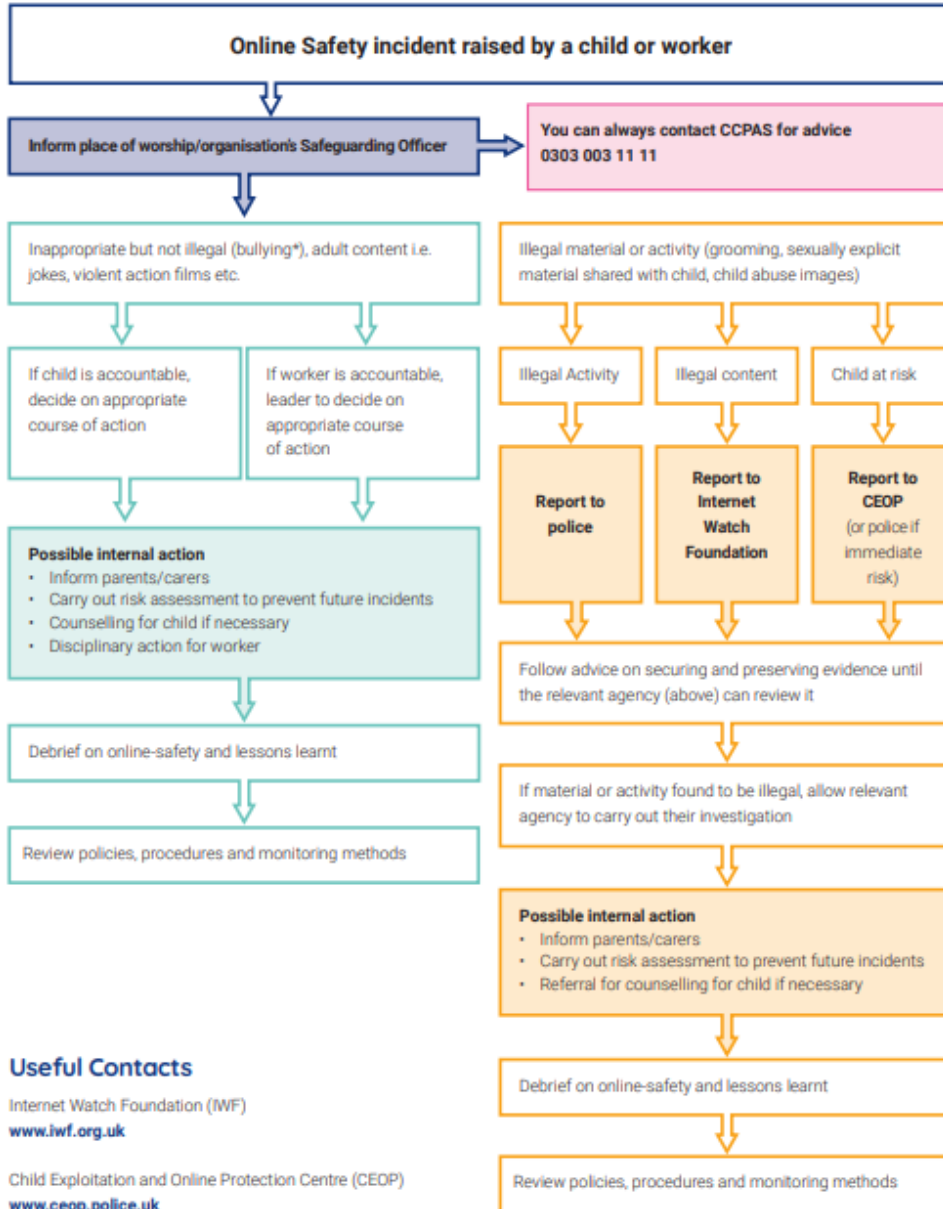
- No participation without parental permission if under eighteen and consent to recording of breakout rooms.
- For Youth or Children's sessions there will always be two adults present, who are recruited according to Severn Vineyard's Safer Recruiting process.
- If one leader drops off the Zoom call for any reason, then the other leader ends the call immediately and logs this as an incident on the weekly register.
- If breakout rooms are used (e.g., for praying in smaller groups), all leaders must have a current DBS with Severn Vineyard. The breakout room must be recorded and be immediately sent to the youth or children's overseer who will store it securely in accordance with data protection.
- Although confidentiality is not promised there is an understanding that what is discussed in the sessions remains between the participants unless it contravenes Severn Vineyard's Safeguarding Policy.
- We use Zoom because it is a professional conferencing platform and has an elevated level of security built in.
- If the young people in a group want to continue to meet after the scheduled sessions have ended, they would need to find their own platform and it would not be under Severn Vineyard's supervision.

One to One Guidelines:

- For those under eighteen who would benefit /prefer talking to someone else, mentoring can be offered.

- These sessions are held only with an adult who has a current DBS with Severn Vineyard.
- Parents give permission for the sessions to happen, to be recorded and the recording stored. The parent is copied in to any communication about organising the mentoring sessions. If not, then the Children or Youth overseer is copied in.
- All sessions will be run through a Severn Vineyard Zoom account.
- No alcohol to be consumed by the helper during the day of a session.
- All sessions will be conducted at what is considered a reasonable time of day (starting after 8am and ending before 9.30pm)
- All sessions will be recorded for the protection of both parties. Where recordings are made on a leader's computer, it will be immediately sent to the youth or children's overseer who will store it securely in accordance with data protection.

Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Appendix 11

Youth Mentoring

As part of the discipleship provision for teenagers within Severn Vineyard, the youth team will facilitate a discipleship mentoring programme.

Before commencing mentoring:

- All mentors must sign up as a youth volunteer through the normal safer recruiting process.
- Each mentor should be appointed a 'line manager' (this will normally be the youth pastor/team leader), whom they will be accountable to for the mentoring process.
- An agreement must be in place between a young person, their parent/guardian, and the mentor. This should include details of how often they will meet the times and location of mentoring meetings plus who will pay for any food or drink purchased for the purposes of the meeting.
- An end/review date should be agreed between all three parties.

Mentoring Guidelines

- Mentoring meetings should only happen in public spaces such as a café or open park/green space.
- Any communication between the mentor and mentee should comply with the existing safeguarding policy. This includes any communication between the mentor and mentee using a platform where the mentee's parent/guardian, and/or another member of the Severn Vineyard youth team can be copied in such as email or WhatsApp. Ideally, this should be limited to one form of communication only.
- If a meeting must be changed or rearranged at the last minute this should be done on the agreed form of communication as far as possible. In the case of a young person not arriving for an agreed meeting on time, the mentor may call the mentee to find out their whereabouts. The mentor should then inform the mentees' parents and their line manager to say this has happened.