

# **Keeping Children and Vulnerable Adults safe**



Safeguarding policy

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# Section 1

## Introduction

### Details of the place of organisation

**Organisation:** Kingston Vineyard

**Address:** 64 Heathside, Hinchley Wood, Esher, Surrey, KT10 9TF.

**Drop in centre:** The Hub, 38 Surbiton Road, Kingston upon Thames, KT1 2HX

**Postal:** 64 Heathside, Esher, KT 10 9TF

**Mobile:** 07900 212567

**Phone:** 020 8339 0372

**Email address:** [peterandnoni@kingstonvineyard.co.uk](mailto:peterandnoni@kingstonvineyard.co.uk)

**Charity Number:** 1176660

**Regulators details:** Auditors Independent Examiners, Charity Commission

**Insurance Company:** Ansvar

**Safeguarding lead:** Fiona (Noni) Farrelly (details as above)

### **The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:**

We believe that we have been called to establish a church where we are “To know Jesus and to make Him known” by establishing a community of people, who choose to introduce their peers, family, friends, neighbours and colleagues to Jesus, who personally grow as disciples by being friends with Jesus, who operate in the empowerment of the Holy Spirit whilst holding fast to the scriptures and who contribute to the blessing of their local community with compassion and generosity.

We aim to make, train and equip disciples to be effective in extending God’s Kingdom, to develop leaders, to plant new churches and to contribute to the blessing of the whole body of Christ. Part of this involves a developing ministry to children and young people who fall within the 0 – 18 year old bracket.

We have Children’s ministry every Sunday whilst the main service runs. Currently this involves all age groups in the room adjoining the main service with 3 helpers on duty. We intend to split the children into more appropriate age groups in the near future.

At The Hub we run a variety of activities that involve children from 0-18 as well as vulnerable adults. These activities include a toddler group; drop in centre for parent/carers and their children to collect baby equipment and clothing, life skills groups for teenage mothers, work with the homeless, baby groups, parenting groups as well as the groups run for the church such as training and homegroups.

## Our commitment

This policy has been devised because we place a high value on caring for children and young people within the church as well as those who work with them. There are currently a range of laws in existence. The policy will be based on best practice taken from a number of different sources, but shaped to fit our philosophy of ministry.

It is our intention that all the children in this church should be cared for, pastored, trained and developed in the safest possible way. This document lays out the scope and management of the policy for care of all the children who come within our jurisdiction. It is also intended to set out best practice for those who are working with children in any area, and to give guidelines in various different situations.

This policy sets out to enable the church staff and leaders, the trustees, the children's workers and parents to recognise their collective and individual responsibility to keep children from abuse and other dangers. We are also committed to giving appropriate care and support to the victims of abuse and to those who are the abusers.

For the purposes of this document all references to children include children up to and including the age of 18.

### **The Leadership undertakes to:**

- endorse and follow all national and local safeguarding legislation and procedures.
- annually review the guidelines.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with 31:8 and any amendments subsequently published.
- Provide 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 through 31:8 and local agencies in Kingston upon Thames.
- ensure that children and vulnerable adults 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.

# Section two

## 1. Relevant legislation pertaining to child protection

**Working Together to Safeguard Children 2018** was put in place following the introduction of the Children and Social Work Act 2017, which made changes to various aspects of child protection, child welfare, social work, and other aspects of safeguarding.

### **LSCBs are now known as Local Safeguarding Partners (or partnerships).**

As of the 29th June 2018, local authorities must transition from LSCBs to safeguarding partners and transfer child death review partner arrangements by the 29th September 2019. After they publish their arrangements, they have up to 3 months to implement them.

### **Child Safeguarding Practice Review Panel.**

As of June 2018, the Child Safeguarding Practice Review Panel (CSPRP) replaced the Serious Case Review Panel. They are now in charge of overseeing serious safeguarding cases and commissioning national reviews of cases. This was previously the responsibility of LSCBs.

Child Death Reviews are now the responsibility of Child Death Review Partners (Local Authority and Clinical Commissioning Group). They can organise these along the same lines as the old Child Death Overview Panels and should appoint other partners to contribute to the reviews. For example, they should appoint a designated doctor.

Local safeguarding partners must report to the CSPRP if: a child dies or is seriously harmed in the local authority's area, or dies outside of England but normally resides in the local authority's area, as a result of known or suspected cases of child abuse or neglect.

### **Section on assessing need and providing help.**

The guidance provides a list of vulnerabilities that may potentially put a child at greater need for early help. For example, children who have disabilities, who show signs of being drawn into anti-social or criminal behaviour, misuse of drugs or alcohol, those subject to difficult family circumstances, and more.

There is also a section on assessments for disabled children and their carers, young carers, and children in secure youth establishments.

### **Contextual safeguarding.**

Contextual safeguarding is a section that expands on child protection procedures and improve their effectiveness. It is "an approach to understanding, and responding to, young people's experiences of significant harm beyond their families." (Definition taken from the Contextual Safeguarding Network).

It emphasises the importance of considering every aspect of a child's life that may impact their wellbeing, rather than limiting it to one area. Therefore, it is crucial for those assessing the needs of children to consider wider environmental factors that may be affecting their safety collectively. For

example, they may be at risk of extremism if they are bullied at school and seek a sense of belonging. Issues at home could worsen this, such as if their parents neglect their needs.

### **Information sharing.**

The guidance document includes a section about data protection and its changes following GDPR and the Data Protection Act 2018. It also addresses misconceptions surrounding data protection and sharing information, particularly in the case of reporting concerns. It clarifies that the DPA and GDPR do not prevent organisations from collecting and sharing personal information, and that there are situations where it's not necessary to gain consent. For example, those where a child's or young person's safety is at risk.

### **Responsibilities of organisations working with children and families.**

- **People in positions of trust.** This section clarifies that organisations who work with children and their families must have sufficient policies in place, primarily those for dealing with allegations against people working with children. It states that an allegation may relate to someone who works with children and has a) behaved in a way that has harmed, or may have harmed, a child, b) potentially committed a criminal offence against, or related to, a child, or c) behaved towards a child (or children) in a manner that indicates they may pose a risk of harming them.

## **2. Prevention**

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 organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

## **3. Practice Guidelines**

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

## 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 in regards to 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. Each local Kingston Vineyard is responsible for its own safeguarding policy and procedures. It is our expectation that all partner agencies working with or alongside us will have their own safeguarding procedures in place.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, 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.

## 4. Responding to allegations of abuse

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

- Documenting a concern  
The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:  
**Name:** Noni Farrelly  
**Tel:** 07900 212567  
**Email:** peterandnoni@kingstonvineyard.co.uk  
The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:  
**Name:** Peter Farrelly  
**Tel:** 07971 857815  
**Email:** peterandnoni@kingstonvineyard.co.uk

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

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

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that anyone with concerns in relation to the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

#### **Detailed procedures where there is a concern about a child:**

##### **Allegations of physical injury, neglect or emotional abuse.**

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

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

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

### **Detailed procedures where there is a concern that an adult is in need of 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 Co-ordinator/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 Co-ordinator will:

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

### **Allegations of abuse against a person who works with children/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 Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- 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 co-ordinator will:

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

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

## **5. Pastoral Care**

### **Supporting those affected by abuse**

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

### **Working with offenders and those who may pose a risk**

When someone attending the organisation is known to have abused children, is under investigation, 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. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

## **Adoption of the policy**

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

Signed by: Peter Farrelly

Position: Senior Pastor

Signed by: Noni Farrelly

Position: Senior Pastor

Date: 29<sup>th</sup> March 2019

A copy of this policy is also lodged with: thirtyone eight

# Section three

## 1. Definitions of abuse

### 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.'

### Abuse and Neglect

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, in an institutional or community setting, by those known to them, or, more rarely, by a stranger.

The above definition is equally applicable to working with vulnerable adults and we need to recognize that there have been a number of high profile cases of abuse involving vulnerable adults, e.g. The Buckinghamshire Scandal, Longcare Homes 1994, organised institutional abuse of adults with a learning disability.

### Physical abuse

Includes acts such as hitting, kicking, baby-shaking or other physical aggression likely to hurt or cause significant harm to a child.

### Emotional Abuse

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 insofar 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<sup>20</sup>. This definition includes witnessing domestic violence.

### Sexual abuse

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) This would include prostitution and sexual

exploitation of a child for commercial or financial gain. The guidance also recognises that other children, and women, may be perpetrators of child sexual abuse.

### **Neglect**

A persistent failure to meet a child's basic physical and/or developmental needs. Neglect includes failing to provide for a child's health, education, emotional development, nutrition, clothing, shelter, safety and safe living conditions, and includes exclusion of the child from the home and abandonment. It is different from poverty, according to the World Health Organization (WHO), because it happens when there is failure to provide the resources to meet a child's needs if those resources exist or should be available. Neglect includes:

- a parent's or guardian's failure to provide adequate food, clothing and shelter, such as excluding a child from the home, abandoning them and leaving them alone
- failure to protect a child from physical or emotional harm, or danger
- failure to ensure that the child has adequate supervision (including the use of inadequate and inappropriate caregivers)
- failure to ensure the child has access to appropriate medical care and treatment when needed
- unresponsiveness to a child's basic emotional needs.

Neglect is defined developmentally, so that a parent or guardian failing to do or to provide certain things will have a detrimental impact on the development or safety of a young child, but not necessarily on an older child. The guidance notes that "neglect may occur during pregnancy as a result of maternal substance abuse.

### **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. The 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 to themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

### **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 step-family.)

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 definition of domestic violence in Working Together 2010 states:

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence. (Section 6.21)

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. (Section 9.17)

### **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)

### **Other forms of abuse**

There are other forms of abuse such as genital mutilation and child prostitution that we have not included in these guidelines but are aware of.

## **2. Sources of Stress for Children and Families**

Many families under great stress nonetheless manage to bring up their children in a warm, loving and supportive environment in which the children's needs are met and they are safe from harm. Sources of stress within families may, however, have a negative impact on a child's health, development and well-being, either directly, or because they affect the capacity of parents to respond to their child's needs. This is particularly the case when there is no other significant adult who is able to respond to the child's needs. Research tells us that such sources of stress may include the following:

### **Social Exclusion**

Many of the families who seek help for their children, or about whom others raise concerns about a child's welfare, are multiply disadvantaged. Many lack a wage earner. Poverty may mean that children live in crowded or unsuitable accommodation, have poor diets, health problems or disability, be vulnerable to accidents, and lack ready access to good educational and leisure opportunities. Racism and racial harassment is an additional source of stress for some families and children.

### **Domestic Violence**

Prolonged and/or regular exposure to domestic violence can have a serious impact on a child's development and emotional well-being, despite the best efforts of the victim parent to protect the child. Domestic violence has an impact in a number of ways. It can pose a threat to an unborn child, because

assaults on pregnant women frequently involve punches or kicks directly at the abdomen, risking injury to both mother and foetus. Older children may also suffer blows during episodes of violence. Children may be greatly distressed by witnessing the physical and emotional suffering of a parent. Both the physical assaults and psychological abuse suffered by adult victims who experience domestic violence can have a negative impact on their ability to look after their children. The negative impact of domestic violence is exacerbated when the violence is combined with drink or drug misuse; children witness the violence; children are drawn into the violence or are pressurised into concealing the assaults. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children, particularly when it is routed through children.

### **Mental Illness of a Parent or Carer**

Mental illness in a parent or carer does not necessarily have an adverse impact on a child, but it is essential always to assess its implications for any children involved in the family. Parental illness may markedly restrict children's social and recreational activities. With both mental and physical illness in a parent, children may have caring responsibilities placed upon them inappropriate to their years, leading them to be worried and anxious. If they are depressed, parents may neglect their own and their child's physical and emotional needs. In some circumstances, some forms of mental illness may blunt parents' emotions and feelings, or cause them to behave towards their children in bizarre or violent ways. Unusually, but at the extreme, a child may be at risk of severe injury, profound neglect, or even death. A study of 100 reviews of child deaths where abuse and neglect had been a factor in the death, showed clear evidence of parental mental illness in one-third of cases. In addition, postnatal depression can also be linked to both behavioural and psychological problems in the infants of such mothers.

The adverse effects on children of parental mental illnesses are less likely when parental problems are mild, last only a short time, are not associated with family disharmony, and do not result in the family breaking up. Children may also be protected when the other parent or family member can help respond to the child's needs. Children most at risk of significant harm are those who feature within parental delusions, and children who become targets for parental aggression or rejection, or who are neglected as a result of parental mental illness.

### **Drug and Alcohol Misuse**

As with mental illness in a parent, it is important not to generalise, or make assumptions about the impact on a child or parent drug and alcohol misuse. It is, however, important that the implications for the child are properly assessed. Maternal substance misuse in pregnancy may impair the development of an unborn child. A parent's practical caring skills may be diminished by misuse of drugs and/or alcohol. Some substance misuse may give rise to mental states or behaviour that put children at risk of injury, psychological distress or neglect. Children are particularly vulnerable when parents are withdrawing from drugs. The risk will be greater when the adult's substance misuse is chaotic or otherwise out of control. Some substance-misusing parents may find it difficult to give priority to the needs of their children, and finding money for drugs and/or alcohol may reduce the money available to the household to meet basic needs, or may draw families into criminal activities. Children may be at risk of physical harm if drugs and paraphernalia (e.g. needles) are not kept safety out of reach. Some children have been killed through inadvertent access to drugs (e.g. the recent death of a 10 year old child picking up an ecstasy tablet in her home). In addition, children may be in danger if they are passengers in a car whilst a drug/alcohol misusing carer is driving.

### 3. Working with Children & Young People – Good Practice

- Treat children and young people with respect – be aware of their individual ways of learning.
- Be aware of the dilemmas of personal privacy versus the need to protect children and young people from the possibility of abuse.
- Do not put yourself in a position that could be considered compromising, ie being alone with children, allowing children to undress etc.
- Make sure that you gain the parent's and team leader's permission before applying creams to a child (such as for nappy rash, sun cream). Always make sure another team member is present when applying creams.
- Hold yourself accountable to your team leader, try and inform them of what you are doing and why if you consider that it may make you vulnerable.
- Do not allow adults into the children's areas if they are unknown regardless of who they say they are. Do not be afraid to challenge adults.
- Know the guidelines, or know where to find them should you suspect that an inappropriate action has occurred. Know who to speak to in this situation.
- Follow guidelines when responding to the possibility of abuse.
- Be aware, take action and don't leave it to someone else.
- The child has the right to decide how much physical contact they have with others; this can be overridden in a medical situation. Touch should be age appropriate and should meet the child's needs not the work
- Under no circumstances may physical or emotional punishment be used.
- Workers should NOT engage in the following activities:
  - Rough horseplay, physical or sexually provocative games.
  - Inappropriate or intrusive touching of any form.
  - Intimidating, ridiculing, belittling or apparent rejection of a young person or child.
  - Making sexually suggestive remarks to or about young people.
  - Allowing young people to develop excessive attention seeking behaviour.
  - invading the privacy of a child when they are in a compromising situation, i.e. showering, changing.

## 4. Handling Confidential Information

With regard to the handling of information in regard of the DBS disclosure service we are required to comply with the various relevant acts of parliament. We therefore plan to take the following actions:

1. We have installed a lockable, non-portable, storage container to which there are only two keys, held by the Child Protection Coordinator. A third key is held in a signed and sealed envelope in the Kingston Vineyard safe.
2. Once a disclosure has been provided to Kingston Vineyard, and the decision on the appointment has been made we will undertake to maintain a password protected spreadsheet with the relevant approval number and date on the spreadsheet.
3. We are clear that having a criminal record will not necessarily bar individuals from working with Kingston Vineyard. This will depend upon the nature of the position and the circumstances and background of the offences.
4. There will be an electronic logbook with the files which will be used to record the name and date of those wishing to view the records. We will then have an accurate record of who has accessed records and when.
5. Any individual may view his or her own file. They may not view other files. The only documents that are excluded from this process are confidential reference forms returned by referees, which may not be seen by the individual. These reference forms will be stored separately from the main files in another section of the computer.
6. The files will be divided into two sections, pending and completed. This will be done alphabetically and each individual will have his or her own file to ensure that it is not necessary to view more than one file at a time.
7. The Keeping Children Safe incident sheets that have been completed as the result of a possible incident are kept in a password protected file on the computer. They will be handed over to the authorities.
8. All information relevant to any incidents that is not shredded is kept for a minimum of 30 years (as advised by THIRTYONE-EIGHT). Administrative paperwork, including sign in/out sheets and lists of those teams on duty on any given event will be kept for 7 years.
9. All documents stored on computer relevant to individuals and their child protection data will be protected by a password, known only to the Child Protection Coordinator.

## 5. Safer Recruitment - Appointment of Children's Workers and volunteers

It is our intention in Kingston Vineyard to attempt to follow the guidelines as best we can and undertake to have the highest levels of accountability and safety procedures in place.

- a. There are two areas where children's workers and volunteers may come in regular contact with children. One is through organised events, such as Babes and the other is through external events run by Kingston Vineyard. In the case of events where children are left in the care of our teams all team members will be DBS checked. However, where there are volunteers who are assisting DBS checked team members it may be that unless they are regularly volunteering, and as long as they are never left unsupervised, they may not require initial checks. However, if they become regular volunteers, they should be checked regardless of whether or not they are left unsupervised.
- b. All those involved with children will undergo the DBS (Disclosure and Barring Service) check through THIRTYONE-EIGHT and that we will apply for "enhanced disclosures" rather than "standard disclosures" as these are far more comprehensive and are therefore better for those having regular contact with children.
- c. We would wish that they should have been volunteering in Kingston Vineyard for at least 3 months and are regular attenders at Sunday church services and connect groups.
- d. All those involved with children will be asked to complete an application form. (see Appendix 2).
- e. They will be required to read, and sign that they have read the document "Keeping Children and Vulnerable adults Safe at Kingston Vineyard - Guidelines for those working with children, youth or Vulnerable adults" and to abide by the practices set out therein.
- f. Individuals will not be able to start to work with children until the disclosure procedure has been fully completed to the satisfaction of the Child Protection Coordinator.
- g. Each individual will be sent a job description with their application form so that they are fully aware of what the expectations of their role.
- h. Where it may be appropriate to use occasional volunteers/parent helpers to assist in children's work, these individuals may at no time have sole responsibility for the care of any children. The Child Protection Coordinators must verbally approve them on the spot.
- i. We are clear that having a criminal record will not necessarily bar individuals from working with Kingston Vineyard. This will depend upon the nature of the position and the circumstances and background of the offences. However, anyone with any offence

related to children will be excluded. Other offences if thought to predispose unsuitability for childcare may be taken into consideration (i.e. recent drugs or violence offences) in consultation with the leadership team and the individual concerned.

- j. All individuals excluded from working with children will be informed in confidence of the decision and the reasoning behind it. They are of course free to appeal to the Trustees.

## **6. Training of Children's Workers**

Whilst the initial process of appointment of a children's worker is of huge importance, it is the intention that all children's workers should have ongoing training made regularly available to them. We have produced a training manual with the title "The Toolkit" which has a number of topics.

In addition to this, it is intended that all DBS checked volunteers should undertake level 1 online training with the LSCB. We are also able to access training run by Kingston LSCB and by the Kingston Voluntary Action organisation. We will ensure that team members undertake refresher training at least every three years.

## **7. Running events at the Hub and external events**

**The following groups run at the Hub and will all be subject to the same process, external agencies participating in these groups are required to have their own safeguarding policies in place.**

**Monday: Breast feeding drop in: Monday 09.30 – 11.30**

**Tuesday: Babes 10.00 – 12.00 and Babettes 12.30 – 14.30**

**Wednesday: Little Spokes: 10.00 -10.30**

**Wednesday: Growbaby: 09.30 – 14.30**

**Thursday: Learn English: 09.30 – 11.30**

**Friday: Parenting classes 09.30 – 11.30**

### **Any groups being run outside the named groups**

- All volunteers that help within the group will be vetted as per the policy.
- All parents/carers attending will fill in a registration form on their first visit. The forms will be kept in a separate folder in the Hub.
- All parents/carers will sign an attendance sheet.
- All children remain the responsibility of the carer/parent at all times during the group.
- Parents/carers will fill in a photo consent form as needed.
- No photos are permitted to be taken by carers/parents of children that are not in their care without consent.
- The front and back doors must remain locked during the group.
- The stairgate at the top of the basement stairs will remain shut at all times.
- To prevent access into the kitchen, the stairgate will remain closed during the group.
- Only volunteers may access the kitchen.

- The leaders have the right to ask people to leave the group if their behaviour is deemed unsuitable for children.
- Parents/carers may only change their own child's nappy or attend to toileting needs.
- There will always be 2 volunteers present when the Hub is open for visitors.

## 8. Useful telephone numbers

### **Child Protection coordinator:**

Noni Farrelly  
020 8339 0372  
07900 212567

### **Assistant Child Protection coordinator:**

Tanya van Dalen  
0208 255 3883  
07810 643470

### **Thirtyone Eight:**

0303 003 1111

### **Association of Christian Counsellors**

173a Wokingham Road  
Reading  
Berks  
RG6 1LT  
Tel: 0118 966 2207

**SPA:** (single point of access for referrals – Kingston) 020 8547 5008

### **Child line:**

0800 800 500 (Children's number open 24 hours)  
020 7239 1000 (General enquiries)

**Police Child Protection unit for Kingston area:** 020

8247 7864

**General Police enquiries, Kingston area:** 020 7230

1212

### **Jigsaw (grief support unit):**

020 8687 1384

### **Kingston council:**

020 8546 2121

### **NSPCC helpline:**

0808 800 5000 (Helpline)  
020 7825 2500 (office)

### **Kidscape:**

0800 1111 (Children's number)

### **Duty Social Worker, Kingston council:**

020 8770 5000 (out of hours)

### **Christian Survivors of Sexual Abuse:**

BM-CSSA  
London  
WC1N 3XX

### **ASKK Kingston :**

020 8547 5888

### **Safeguarding Services:**

0208 547 5004

### **Services for Disabled Children:**

020 8547 6523

## 1. Disciplinary procedures for paid staff

The Trustees of Kingston Vineyard require that all staff employed perform their duties to the very best of their abilities and that they adhere to generally accepted standards of conduct in the performance of their duties. The disciplinary procedures detailed below are designed to promote fairness in the treatment of employees of Kingston Vineyard. The procedure is not contractual but applies to all employees of the Kingston Vineyard. The Trustees or senior member of staff may elect to deal with minor matters informally.

As far as is practical, no disciplinary action will be taken against any employee until the case has been properly investigated by the senior member of staff concerned and the employee has been given an opportunity to state his or her case.

### What Constitutes an Offence?

The following list is not exclusive but is intended as a guide. The decision as to whether a set of circumstances constitutes an offence which warrants disciplinary action is at the reasonable discretion of the Trustees or the senior member of staff.

#### Gross Misconduct

This can be defined as a breach of duty or conduct, which brings Kingston Vineyard into disrepute or breaks the relationship of trust between the employee and Kingston Vineyard as employer. Acts of gross misconduct which may warrant instant dismissal include: -

- Dishonesty, theft or fraud
- The unauthorised disclosure of confidential information concerning the church
- Falsification or unauthorised removal of church records or property
- Conviction for a serious criminal offence
- Taking bribes
- Behaving in a way which would endanger an employee's safety
- Knowingly breaking a legal requirement in connection with employment
- Assault, threatening or inflammatory behaviour
- Sexual misconduct (including the surfing of pornographic websites on Kingston Vineyard property)

#### Misconduct

This can be defined as an inability to achieve or maintain reasonable standards in job performance, attendance and conduct. For example: -

- Repetition of previous offences for which warnings have already been given, or continued poor work within a time limit previously specified.

- Being under the influence of alcohol or illegal drugs during working hours.
- Persistent lateness.
- Unauthorised absenteeism.
- Refusal to carry out reasonable instruction from a superior.
- Unauthorised sale of goods on Kingston Vineyard property.
- Breach of Kingston Vineyard rules or procedures.

### **Disciplinary Action**

If a situation arises where misconduct is alleged or suspected, the employee's immediate superior will promptly establish the facts and assess the seriousness of the offence taking into account the reports of the employee, any witnesses, the employee's previous job performance and conduct and any extenuating circumstances.

### **Verbal Warning**

In cases of minor infringements and poor work performance, a formal verbal warning will be given by the employee's immediate superior who shall state clearly that it is a verbal warning. This warning will include the reason for the warning, the required improvement, the time scale for improvement and the consequences of not achieving the required improvements. The warning will be noted on the employee's personnel records. If satisfactory improvement is achieved within 6 months, the verbal warning will be disregarded for the purposes of any future disciplinary action.

### **Written Warning**

Where a verbal warning has not brought about satisfactory improvement or the offence is of a more serious nature, a formal written warning may be given setting out the nature of the offence and the likely consequences of further offences. A copy of this written warning will be sent to the employee concerned and a copy placed in the employee's personnel records. If satisfactory improvement is achieved within 12 months, the written warning will be disregarded for the purposes of any future disciplinary action.

### **Final Written Warning**

In the event of further failure to meet required standards or in the case of serious misconduct, a final written warning may be given by the employee's immediate superior or by a member of the leadership staff. This will also be recorded on the employee's personnel records. If satisfactory improvement is achieved within 24 months, the final written warning will be disregarded for the purposes of disciplinary action. However, this period may be extended at the discretion of the Trustees.

### **Failure to Achieve Satisfactory Improvement**

#### **Demotion**

Depending on the nature of the problem and the position held by the employee, demotion may be considered as an option if the employee fails to achieve satisfactory improvement.

#### **Dismissal**

An employee may be dismissed after receiving due notice by his or her immediate superior or a member of the leadership staff in the event of the following circumstances: -

- A final warning written is ignored or the offence is repeated or there is no satisfactory improvement.
- Another offence is committed during the period of final written warning.
- Gross misconduct has occurred.
- Notice of dismissal will be confirmed in writing to the employee.
- Suspension

In the event of serious misconduct, or a breach of discipline, an employee may be suspended from employment on full pay for a period of not more than five working days, pending the outcome of investigations. During the period of suspension, the employee may be refused access to any Kingston Vineyard premises and will be subject to such other reasonable considerations as Kingston Vineyard may impose. The decision to suspend an employee will be made by the employee's immediate superior or a member of the leadership staff, confirmed in writing and a note placed on the employee's personnel file.



[FROM]	D	D	M	M	Y	Y	Y	Y		[TO]	D	D	M	M	Y	Y	Y	Y
--------	---	---	---	---	---	---	---	---	--	------	---	---	---	---	---	---	---	---

[ADDRESS]
[POSTCODE]

[OCCUPATION]
--------------

[HOW LONG HAVE YOU ATTENDED KINGSTON VINEYARD]
--

Employment History:  
Please tell us your past and current employers in the last five years:

(EMPLOYERS NAME AND ADDRESS:
------------------------------

[EMPLOYE D FROM]	D	D	M	M	Y	Y	Y	Y	(EMPLOYED TO]	D	D	M	M	Y	Y	Y	Y
---------------------	---	---	---	---	---	---	---	---	------------------	---	---	---	---	---	---	---	---

(JOB TITLE AND DESCRIPTION)
-----------------------------

(REASON FOR LEAVING)

(EMPLOYERS NAME AND ADDRESS:

[EMPLOYE D FROM]	D	D	M	M	Y	Y	Y	Y	(EMPLOYED TO]	D	D	M	M	Y	Y	Y	Y
---------------------	---	---	---	---	---	---	---	---	------------------	---	---	---	---	---	---	---	---

(JOB TITLE AND DESCRIPTION)

(REASON FOR LEAVING)

(EMPLOYERS NAME AND ADDRESS)

[EMPLOYE D FROM]	D	D	M	M	Y	Y	Y	Y	(EMPLOYED TO]	D	D	M	M	Y	Y	Y	Y
---------------------	---	---	---	---	---	---	---	---	------------------	---	---	---	---	---	---	---	---

(JOB TITLE AND DESCRIPTION)

(REASON FOR LEAVING)

(EMPLOYERS NAME AND ADDRESS:

(EMPLOYE D FROM]	D	D	M	M	Y	Y	Y	Y	(EMPLOYED TO]	D	D	M	M	Y	Y	Y	Y
---------------------	---	---	---	---	---	---	---	---	------------------	---	---	---	---	---	---	---	---

(JOB TITLE AND DESCRIPTION)

(REASON FOR LEAVING)

**Reference:**

Please give the details of two referees' names, addresses, and telephone numbers and their position or relationship to you (one should be your previous pastor if you were in a church, and one should be someone who knows you well either professionally, or relationally, (not a family member)). These



(WHAT WOULD YOU SAY ARE YOUR STRONG POINTS)

(WHAT WOULD YOU SAY ARE YOUR WEAK POINTS)

(IN WHICH AREA ARE YOU MOST INTERESTED IN WORKING)

(DO YOU HAVE ANY PARTICULAR SKILLS YOU CAN BRING TO THE WORKFORCE- I.E. CRAFT, DRAMA,)

(ARE THERE ANY SKILLS YOU WOULD BE PARTICULARLY INTERESTED IN DEVELOPING IN YOUR TIME WITH KINGSTON VINEYARD)

(WHY DO YOU WANT TO WORK WITH KINGSTON VINEYARD)

(PLEASE OUTLINE PREVIOUS EXPERIENCE OF LOOKING AFTER OR WORKING WITH CHILDREN/YOUTH)

(PLEASE INCLUDE ANY RELEVANT QUALIFICATIONS OR TRAINING EITHER IN A PAID OR VOLUNTARY CAPACITY)

(HAVE YOU EVER HAD AN OFFER TO WORK WITH CHILDREN/YOUTH DECLINED)

YES

NO

(PLEASE TICK)

(IF YES, PLEASE GIVE DETAILS)

(DO YOU SUFFER, OR HAVE YOU SUFFERED FROM, ANY ILLNESS WHICH MAY DIRECTLY AFFECT YOUR WORKING WITH CHILDREN/YOUTH)

YES

NO

(IF YES, PLEASE GIVE DETAILS AND DATES)

(HAS THERE EVER BEEN ANY CAUSE FOR CONCERN REGARDING YOUR CONDUCT WITH CHILDREN)

YES

NO

(IF YES, PLEASE GIVE DETAILS)

(TO YOUR KNOWLEDGE HAVE YOU EVER HAD ANY ALLEGATION MADE AGAINST YOU WHICH HAS BEEN REPORTED TO AND INVESTIGATED BY SOCIAL SERVICES AND/OR THE POLICE)

YES

NO

(PLEASE TICK, IF YES, THEN WE WILL NEED TO DISCUSS THIS WITH YOU)

WITH YOU)

Please would you complete the attached voluntary disclosure form. You are more than welcome to discuss any aspects of this procedure with the Child Protection Coordinator, Noni Farrelly.

[DATE] D D M M Y Y Y Y [SIGNATURE]

I confirm that the submitted information is correct and complete.

[DATE] D D M M Y Y Y Y [SIGNATURE]

As this post involves, substantial unsupervised contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a DBS check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau/Scottish Criminal records office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. \* This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Applicant's declaration:

I declare that the above information is accurate and complete to the best of my knowledge.

[DATE]	D	D	M	M	Y	Y	Y	Y	[SIGNATURE]
--------	---	---	---	---	---	---	---	---	-------------

I confirm that I have read, and agree to follow the guidelines in the document "Guidelines for Keeping children and vulnerable adults safe".

[DATE]	D	D	M	M	Y	Y	Y	Y	[SIGNATURE]
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(DESCRIBE THE MEDICAL TREATMENT GIVEN)

[DATE]	D	D	M	M	Y	Y	Y	Y	[LEADERS SIGNATURE]
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(COMMENT)

[DATE]	D	D	M	M	Y	Y	Y	Y	(PARENTS SIGNATURE)
--------	---	---	---	---	---	---	---	---	---------------------

(COMMENT)

## 4. Activities and day out consent form

(please fill out this form completely and print all information)

(PROPOSED ACTIVITY)

[DATE]

D

D

M

M

Y

Y

Y

Y

(VENUE/DESTINATION)

(DEPARTURE, PLACE AND TIME)

(RETURN, PLACE AND TIME)

(COST – please make cheques payable to Kingston Vineyard)

(TRANSPORT ARRANGMENTS)

(ITEMS TO BE BROUGHT)

[DATE BY WHICH REPLY NEEDED, PERSON TO WHOM IT SHOULD BE SENT]

D

D

M

M

Y

Y

Y

Y



## 5. Medical details

(please fill out this form completely and print all information)

(NAME OF CHILD)

(DETAILS OF TRIP ?)

(DATE)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

CONTACT DETAILS FOR PARENT/GUARDIAN

(ADDRESS)

(POSTCODE)

[HOME  
TEL]

[WORK/MOBILE  
TEL]

(DETAILS OF ANY ALLERGIES WE SHOULD BE AWARE OF)

(DETAILS OF ANY CURRENT MEDICATION, PLEASE SPECIFY WHERE IT WILL BE KEPT AND HOW OFTEN IT SHOULD BE TAKEN)

(ANY OTHER MEDICAL DETAILS WE SHOULD BE AWARE OF)

(I GIVE MY CONSENT TO ANY MEDICAL TREATMENT THAT MAY BE GIVEN IN AN EMERGENCY)

YES

NO

[DATE]

D

D

M

M

Y

Y

Y

Y

(SIGNATURE)

(MY RELATIONSHIP TO THE NAMED CHILD)

# 6. Alleged incident form

(please fill out this form completely and print all information)

(NAME OF CHILD)
-----------------

[DATE OF ALLEGED INCIDENT]	D	D	M	M	Y	Y	Y	Y	(TIME OF ALLEGED INCIDENT)
----------------------------	---	---	---	---	---	---	---	---	----------------------------

(NAME OF PERSON BRINGING ALLEGATION (IF NOT THE CHILD))
---

(DETAILS OF ALLEGED INCIDENT – use child’s words only, use continuation sheet if needed)
--

(DETAILS OF ANY WITNESS)

(NAME OF TEAM LEADER)

(NAME OF CHILD PROTECTION COORDINATOR TIME AND DATE INFORMED)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(ACTION – Leave blank for child protection coordinator)

(NAME OF PERSON RECORDING INFORMATION)

(SIGNATURE OF PERSON RECORDING INFORMATION)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(SIGNATURE OF CHILD PROTECTION COORDINATOR)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---





64 Heathside  
Hinchley Wood  
Surrey  
KT10 9TF

Tel: 020 8339 0372  
Mobile: 07900 212567  
Website: [www.KingstonVineyard.co.uk](http://www.KingstonVineyard.co.uk)  
E-mail: [peterandnoni@kingstonvineyard.co.uk](mailto:peterandnoni@kingstonvineyard.co.uk)

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