



Safeguarding: Practice Guidelines for working with Children
(0-18's) And Adults with additional Care and Support Needs
(including Safeguarding Flowchart)

Edinburgh Vineyard Church
September 2023

These guidelines have been prepared in consultation with
ThirtyOne: Eight.

- Introduction to Safeguarding
- Recognising Abuse & Harm
- Handling an Allegation made by a child
- Appointing the Vineyard Kids & Young People's teams

Code of Conduct

- Safeguarding Guidelines

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Organisation Details

Edinburgh Vineyard Church

Edinburgh Vineyard is a registered charity in Scotland No. SC047480

Regulator: OSCR

<https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=SC047480>

We exist to love, serve and give life to the city of Edinburgh.

Key contacts

Safeguarding Lead:

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phil@edinburghvineyard.org

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Safeguarding Coordinator:

Judith Andrews:

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Safeguarding Trustee:

Sally Wallace

Sally.sg@edinburghvineyard.org

Safeguarding Email:

safeguarding@edinburghvineyard.org

PVG Recruiters:

Phil Merriweather

Judith Andrews



Volunteer Scotland: 01786479593

ThirtyOne: Eight

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Introduction to Safeguarding

Safeguarding is a high priority for us at Edinburgh Vineyard.

It includes:

- Providing a safe and caring environment for children
 - o An awareness of individual needs (allergies, disabilities, general health & family circumstances)
 - o Building trust, good communication and treating children fairly and equally
- Protecting children from abuse, harm and maltreatment

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

If you have any concerns or suspect abuse, harm or neglect these must be reported as soon as possible to the safeguarding coordinator. The Safeguarding Coordinator will contact ThirtyOne: Eight and follow the advice that they give. We have a dedicated email address for safeguarding within our church which children, young people and adults alike can use to raise any concerns they have and send through written reports for our records:

safeguarding@edinburghvineyard.org.

Who oversees safeguarding?

Our Kids and Families Pastor acts as **Safeguarding Lead** and is responsible for overseeing safeguarding.

This includes ensuring that their teams:

- Have gone through our recruitment process:
 - o Are PVG checked and are suitable to work with children and adults with additional are and support needs
 - o Have been given a copy of this policy and know what to do if they have any concerns
 - o Are properly supervised and are following the policy guidelines and procedures

If you have further questions or comments, please contact Phil Merriweather or Judith Andrews.

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

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

Leadership Safeguarding Statement

The Edinburgh Vineyard leadership recognises the importance of its ministry with children, young people and adults and its responsibility to protect everyone entrusted to our care.

We strive to create, nurture and sustain a healthy culture in order to avoid any coercion and control within our settings.

Edinburgh Vineyard is committed to the safeguarding of children, young people and adults with additional care and support needs 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 to the relevant legal bodies (Police/ Social Services).
- we believe every child should be valued, safe and happy. We want to make sure that every child we have contact with knows this; and are empowered to tell us if they are suffering harm.
- all children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of harm.
- we undertake to exercise proper care in the appointment and selection of all those who will work with children and young people.
- we believe in the necessity of creating a healthy culture at Edinburgh Vineyard where the value of all people is recognised and challenges are responded to appropriately.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and young people and good practice recommendations, particularly:
 - Children and Young People (Scotland) Act 2014
 - Protection of Vulnerable Groups (Scotland) Act 2007
 - National Guidance for Child Protection in Scotland 2014
 - Adult Support and Protection (Scotland) Act 2007 and the Code of Practice 2014
- Respecting the rights of children as described in the UN convention on the rights of the child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that volunteers and staff adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following Vineyard Churches UK and Ireland organisational guidelines in relation to safeguarding children and young people.
- Supporting the Edinburgh safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/young people.
- ensuring that everyone agrees to abide by these recommendations and the guidelines established by Edinburgh Vineyard
- 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 attending the Edinburgh Vineyard congregation affected by harm.

We recognise:

- Child Protection Services (or equivalent) have lead responsibility
- the need to adopt and follow the 'safe and secure' safeguarding standards developed by ThirtyOne:Eight for investigating all allegations or suspicions of abuse where there are concerns about a child.
- where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our Scottish authorities.
- safeguarding is everyone's responsibility.

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

If you have any concerns for a child or young person then speak to one of the approved safeguarding co-ordinators for the Edinburgh Vineyard congregation.

Signed by leadership.

Safeguarding Trustee

Sally Wallace

A handwritten signature in dark ink that reads 'Sally Wallace' in a cursive script.

09/03/2024

Safeguarding Lead

Phil Merriweather

A handwritten signature in black ink that reads "P. Merriweather". The "P" is large and stylized, followed by a small dot, then "Merriweather" in a cursive script.

16/02/2024

Safeguarding Coordinator

Judith Andrews

04/10/2023

A handwritten signature in black ink that reads "Andrews". The signature is written in a cursive, flowing style.

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

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

How might I recognise abuse or harm?

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

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

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

Types of abuse:

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

Signs of possible harm include: injuries not consistent with the explanation; or in abnormal locations; or that haven't been treated;

or using clothing to cover injuries; persistent toileting.

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

Emotional Abuse is persistent emotional maltreatment of a child. It may involve conveying that the child is unloved, inadequate, making fun of them, bullying, cyber-bullying, seeing or hearing the ill-treatment of another (e.g., witnessing domestic violence).

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

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

Sexual Abuse is the forcing or enticing a child to take part in any sexual activities, whether or not the child is aware of what is happening. It can involve physical contact (penetrative or non-penetrative) and non-contact activities (including viewing pornography, grooming or encouraging children to behave in sexually inappropriate ways).

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

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

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

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

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

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

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

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

Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

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

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

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

Female genital mutilation (FGM) is the partial or complete removal of the external female genitalia. It commonly occurs to the girls between the

ages of a few days old to 15 years. It is illegal in the UK and a form of child abuse with long lasting consequences.

The Prohibition of Female Genital Mutilation (Scotland) Act 2005 made FGM performed in the Scotland or abroad a criminal offence and lengthened the criminal penalty from 5 years to 14 years imprisonment.

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

There are serious consequences to FGM:

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

Signs, symptoms and other indicators: knowledge that an older sister has undergone FGM, a family arranging a long term break abroad, child talks about going abroad to be 'cut' or got ready for marriage or a special ceremony

While it is unlikely that FGM would be discovered within the setting of Edinburgh Vineyard events, we have a duty of care to make staff and volunteers aware of the potential signs and symptoms of FGM and to respond to them in the same way as any other signs and symptoms of abuse.

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

Signs of possible modern slavery include:

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

Domestic abuse/ violence is behaviours used to obtain power and control over an intimate partner, ex-partner or relation. This can occur at any stage in a relationship or at any point after the relationship has ended. Domestic abuse/ violence can occur to anyone in all types of intimate relationships and can happen to anyone, regardless of gender, sexual orientation, age, and socio-economic background. Domestic abuse can include physical violence, but not limited to physical violence.

Signs of potential domestic abuse/ violence: coercive control, physical abuse, emotional or psychological abuse, sexual abuse, financial abuse, harassment, stalking, abuse using technology.

Forced marriage occurs when one or both parties do not freely agree to this marriage.

Signs of forced marriage include: the person cannot legally consent to the marriage (either due to capacity or because they are under the age of 16), pressure and duress from parents or extended family members, enforced social isolation from friends, work and education, being restricted from accessing money, and abduction.

Handling an allegation made by a child

Our important consideration is to safeguard and promote the welfare of the children at their events. Any allegations of abuse or a safeguarding disclosure must be taken seriously.

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

If a child or young person tells you of something that has happened:

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

“You have done the right thing in telling me... I am glad you have told me... I will try to help you.”

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

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

Do NOT attempt to investigate or address the issue yourself.

The Safeguarding Lead will immediately contact ThirtyOne: Eight and follow the advice that they give and will also inform the safeguarding Coordinator.

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

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

Recognising and responding appropriately to an allegation or Suspicion of abuse

Understanding abuse and neglect

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

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

Safeguarding awareness

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

Responding to allegations of abuse

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

Responding to allegations of abuse against Senior Pastors and senior pastoral staff

In most instances, it is not necessary to share the personal information that identifies any individuals who are concerned in the safeguarding incidents that are being reported. There are, however, exceptions to this. In the case of level three incidents, wherein an allegation of abuse made against a Senior Pastor or senior/pastoral staff or an allegation of abuse taking place on church premises or within church organised activities, it may be necessary for the information of abusers and/or victims to be shared with the relevant parties. In these instances, the safeguarding trustee will alert the VCUKI area lead, James and Tori Duce, and the VUCKI Safeguarding team. VCUKI will offer guidance and direction on the necessary actions that must be taken. Members of the National Safeguarding team will work alongside the safeguarding trustee and the church safeguarding lead to help navigate the safeguarding process.

Appointing Team Leaders and members

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

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

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

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

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

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

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

The best way to protect the children and young people that we come into contact with at any event is by following good practices that promote and protect the safety of children and young people. These would include but not necessarily limited to:

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

Adult Application Process

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

- 1) Online PVG application applicant to complete
application form
 - Including Identification Documents applicant to provide
required documents
- 2) Safeguarding Training applicant to attend
training session
- 3) Complete 3-month probationary period

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

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

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

- Transporting adults to or from places where they will receive Health care, Personal care, Social work services
- Regular formal pastoral counselling

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

Young Leaders Application Process

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

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

- | | |
|--------------------------|--------------------------------------|
| 1) References taken up | references from youth leaders |
| 2) Trial session | taster session to check |
| suitability | |
| 3) Safeguarding Training | applicant to attend training session |

General eligibility: S3 upwards (13 years) regular church attenders who have been known to the leaders for a significant length of time (3 years or more), need to have their parent/carer's permission, willingness to learn and serve.

Appointing the Vineyard Kids & Young People's Teams

All those over the age of 16 regularly interacting with children and young people must complete a PVG as part of our recruitment and selection process. This applies to group leaders, helpers, hosts, mentors, worship leaders with under 18's in their bands and any other roles for regular and one-off events.

Any Team members who are awaiting PVG approval will be wearing the white Team T-Shirt to differentiate between those who are PVG-approved wearing the yellow Team T-Shirt, as shown in the photos below. No Child will ever be left without a PVG-approved member of the Team.



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

Child to Adult Ratios

Ages 9 months – 5 years	One adult to every 4 children
Ages 6– 18	One adult to every 8 children

Notes:

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

Code of Conduct

The children's team members must always:

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

If you have any concerns about the actions or behaviour of other Vineyard Kids or Young People's team members, these must be reported as soon as possible to the Safeguarding Lead.

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

Appointing the Vineyard Kids & Young People's Teams

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

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

If you have any concerns about the actions or behaviour of other Vineyard Kids or Young People's team members, these must be reported as soon as possible to the Safeguarding Lead.

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

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

Pastoral Care

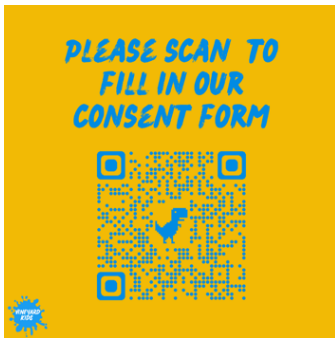
Supporting those affected by abuse

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

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

Working with offenders

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



Consent Forms

Consent forms are completed each year and are valid for all activities and events in this year. Once complete, they must be kept securely as they contain personal data and remain readily accessible throughout the event.

A consent form once completed will cover a child for all events in that academic year with new consent forms being issued each August in order to keep information up to date. It is the responsibility of parents to make us aware if any of their information changes.

Our consent forms are completed via and stored on ChurchSuite.

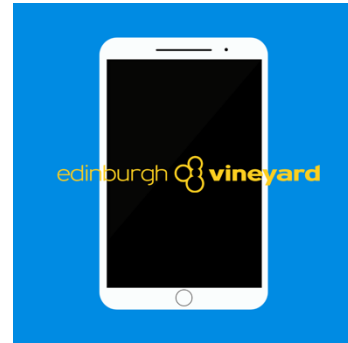
Regarding young people's events, Consent forms should be completed for all guests at the start of an event before their parents/carers leave in order to ensure their safety throughout the event. Where young people turn up unaccompanied leaders will take contact details from them and follow up with parents/carers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

Consent forms include food allergies, medical conditions, special requirements and offer a space to tell the team any other pertinent information that will assist us in the caring of the child/ young person.

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

Registers

Registers are important as they show us who was present (including any guests & parents staying in to settle their children) at any given event. They also show who is responsible for ensuring the safety of those present.



Signing in: Children remain under parental supervision until they are signed in for a specific activity by a parent (or someone designated by the parent) who is given a number card corresponding to the number on the register next to the child's name. In an effort to store information safely and protect people's personal data, any paper forms are stored in a lock-box.

Signing out: Children may not leave their groups until they have been signed out by a parent (or an adult designated by the parent) and the correct numbered card returned.

Toilet Trip



Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group. While the group is running, children who are independent at toileting may go to the toilet unaccompanied if parental permission for this has been given (stored on our consent forms).

If children require their nappies to be changed, or if younger children need to use the toilets, then parents will be asked to come and do this.

First Aid & Risk Assessments

As part of the organisation and risk assessment of all events consideration should be given to how to respond if medical assistance is required. First Aid

kits should be available at all events. If medical assistance is required, this should be sought as soon as possible, and the child's parent/carers should be contacted.



Physical Touch



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

Guidelines and sharing Prophetic Words

Prophetic words that are shared by adults with children under 16 should also be shared with their parents.

Mentoring

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



relationship which must be same gender only.

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

Cars, Lifts and travelling

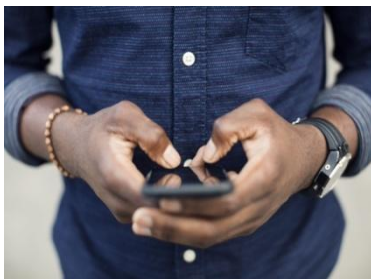


We expect parents to arrange and provide lifts for their children. If a child is waiting for a lift home there should be two leaders present.

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

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

Social Media, Emails, Texts, Chats and Messaging



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

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

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



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

Behaviour Management



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

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

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



Identification

All individuals activity working with children need to be easily recognisable. There are many methods that this can be achieved, the easiest being a form of uniform.

In Edinburgh coloured t-shirts are used to signify leaders still working through the stages (white t-shirts) and those who have completed the process (yellow t-shirts).



Child to Adult Ratios

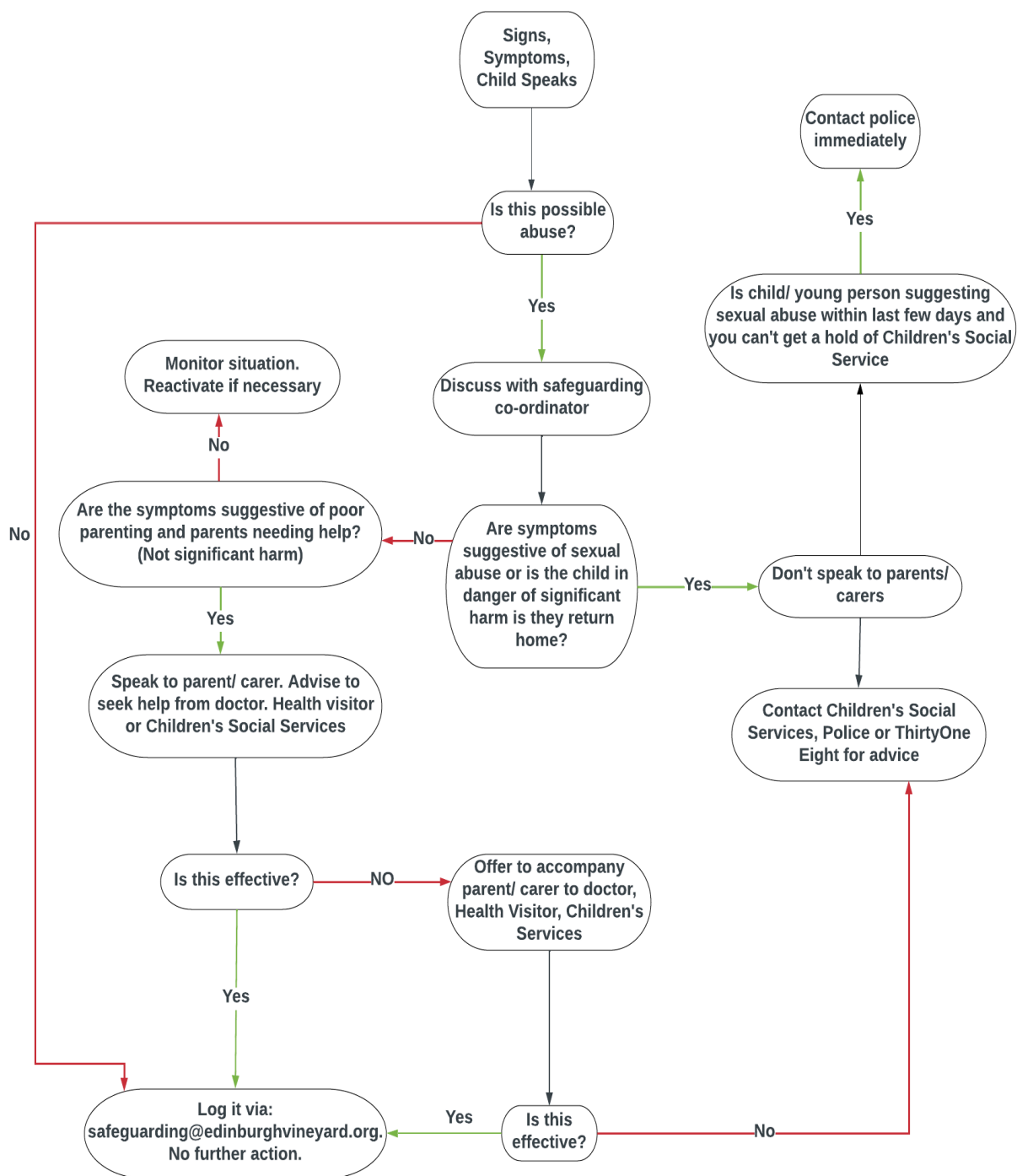
Ages 0 – 3 years	One adult to every 3 children
Ages 3 – 5 years	One adult to every 4 children
Ages 6 – 18 years	One adult to every 8 children

Notes:

- These ratios are guidelines and in certain situations it will be necessary to have a higher number of adults present.

- There must always be two or more adults for each group and where appropriate these should include both men and women where the group is of mixed gender.
- Where possible, if only two adults are supervising the two adults should not be related in order to protect the adults should an allegation be made.

Safeguarding Flowchart



Practice Guidelines– Pastoral Care for those with complex needs & Adults with additional care and support needs

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

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

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

Here are some general best practice guidelines:

- Always seek to protect the dignity and safety of those you are working with
- Seek to promote independence and steer away from dependence
 - Anyone receiving care and support will value independence highly, as it brings with it dignity, control, self-esteem, and fulfilment.
 - Enabling and supporting the person in your care to maintain an active mind and body as much as possible, within their abilities, whether that is something as simple as taking care of their own personal hygiene, or engaging in social activities regularly.

- o Create a sense of achievement and pride in the individuals' accomplishments
- Ensure that pastoral relationships are same-sex only
- Remain aware that in certain circumstances it may be deemed appropriate for pastoral visits to only be carried out with two people present
- If giving lifts you need to ensure that you have business cover on your car insurance, a valid MOT and that your car is roadworthy. Seat belts must be worn where present and drivers should ensure that they keep to the speed limits and take breaks where needed. We do not permit the use of any telephones (handheld or not) whilst driving.

Looking after your own boundaries:

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

- If someone in your group is in need of financial support we'd strongly encourage them to use the give help, get help structure. It may be that you and your group want to 'give help' and that you encourage the person in need to sign up to 'get help'. Giving via this structure aims to reduce dependency on individuals and allow for a consistent approach to those in need.

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

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

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

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

Appendix: Communications Policy

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

Social Media Accounts

Edinburgh Vineyard currently uses the following Social Media accounts:

Platform	Address	Purpose
Facebook	Edinburgh Vineyard	To communicate with our church family and friends updates about the life of the church, events etc
Instagram	@edinburghvineyard	To communicate with our church family and friends updates about the life of the church, events etc
Instagram	@ev_students_ya	To communicate with our student community about the life of the church and events
Student LinkUp	Edinburgh Vineyard	To communicate with prospective students who are interested in finding out more on who we are, where we are and what we are about

Use Policy

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

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

communicating about worship. Never use emojis which could be mis-interpreted (hearts, lips etc). If in doubt- do not use.

12. Parental permission is required before pictures or videos of children or young people are posted online. This is given when parents fill out our parental consent form.
13. If the young person is over 13, permission is also required in writing from the young person. This is obtained from an additional section on parental consent form
14. Regardless of age, before posting on social media the photo should be shown to the young people to gain their permission for their photo to be on the site.
15. Photos should not disclose personal information about the child/young people (ie- school uniforms, address/location or names etc.)

Additional notes when using Instagram/Facebook.

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

Communicating via social media applications

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

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

- Whatsapp
- Zoom
- YouTube
- Spotify
- Facebook

- Instagram

WhatsApp

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

Contacting young people in group chats will be to:

1. Communicate information about what is happening online which they can connect with. For example: Dates, times of YouTube videos, weekly challenges etc.
2. Texts by means of encouragement to young people (as a group). For example: "Hope you aren't worrying too much" or "We know it's hard to get motivated for home school, but we have Instagram content going live at 4pm which will cheer you up!" When texting messages like these, keep them general, light-hearted and within a group chat context.

On occasions when you are unable to include another leader, please make Phil (Kids and Families Pastor) aware.

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

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

4. All parents should be made aware that WhatsApp share data into with Facebook and Instagram.

Whatsapp MESSAGING SERVICE.

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

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

We are also not permitted to share their contact details with anyone else. Whatsapp is used to message groups.

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

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

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

ZOOM

The following process when using zoom will be adhered to:

1. Where possible, zoom calls should carried out with more than one young person or more than one leader.

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

Facebook

Facebook will be a useful means of communicating information to our young people and parents during COVID-19. However, it needs to be used safely and carefully.

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

The following process will be adhered to:

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

Instagram

Instagram will be a useful means of communicating information to our young people and parents during COVID-19. However, it needs to be used safely and carefully.

Staff of EV will communicate information Instagram and will use these platforms as "Notice-boards" to sign post and communicate the support available each week.

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

The following process will be adhered to:

1. Staff of EV will not be 'friends/followers' with anyone under the age of 18 who attends our church. It is also our policy that our kid's and youth leaders will not be friends/followers on social networking sites with any of the young people in the group that they lead.
2. We do allow young people to follow leaders on social media as this allows them to see how we live our lives for Jesus/ lets them see how to use social media in a healthy way. If you are a leader who

chooses to allow young people to follow you, please let Phil/Judith know

3. If Young people want to engage with ministries via social media, they will be encouraged to follow our church profiles to stay up to date with information about individual ministries.

Communicating with young people via post

During COVID-19 it may be appropriate to when we may write to a young person to encourage them or to send them resources specific to their needs, for example, study packs, mindfulness resources, cheer-up gift, books etc. When writing to a young person who is under 18 the following policy should be followed.

1. Where possible, write your message on a postcard, so that the message is not perceived as private.
2. On occasions when you need to send something in a sealed envelope; For Example, "back to school packs" or mentoring information, please use a witness to verify what was put inside and record. It is also our strong recommendation that you send an email to the parents letting them know that you have posted something to their child so that they know to expect it.

Communicating prophetic words to young people

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

1. Where possible, pray with another leader present (this will most likely be done using zoom).

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

Appendix 2: Training

Training needed in each location:

Roles	Training proposed
Paid Pastoral staff and Key Volunteers	Minimum of entry level Safeguarding (adults/children) <ul style="list-style-type: none"> - Thirtyone:eight Adults at Risk of Harm training - Thirtyone:eight Safeguarding Children & Young People training
Oversight of small groups (often pastoral staff)	Thirtyone:eight Adults at Risk of Harm training

Oversight of Children/Young People's ministry (often pastoral staff)	Thirtyone:eight Safeguarding Children & Young People training
Small group leader* ¹	<i>Thirtyone:eight Adults at Risk of Harm training</i> or an in-house equivalent
Key leaders with Children/Young People	Thirtyone:eight Safeguarding Children & Young People training or an in-house equivalent
Trustees ²	Thirtyone:eight Safeguarding for Trustees

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

² Proposal that there will be at least 2 trustees trained to this level (a Lead & Deputy) at any time on the board who will report back after attending training.

Document Review, Editing and Updating

Date	Editing reason and/or Review
04/10/2023	<p>Finished overall review of the previous safeguarding policy and finished prose of final draft of current safeguarding policy</p> <p><i>Action completed by: Judith Andrews</i></p>
04/12/2023	<p>Ensured final draft of current safeguarding policy was within brand guidelines</p> <p><i>Action completed by: Judith Andrews</i></p>
19/12/2023	<p>Edit: edited the Students and Young Adults' Instagram handle to: @ev_students_ya from _@_ev_students</p> <p><i>Action completed by: Judith Andrews</i></p>
16/02/2024	<p>Leadership statement signed</p> <p><i>Action completed by: Phil Merriweather</i></p>
09/03/2024	<p>Leadership statement signed</p> <p><i>Action completed by: Sally Wallace</i></p>
12/03/2024	<p>Flowcharts removed</p> <p><i>Action completed by: Judith Andrews</i></p>

