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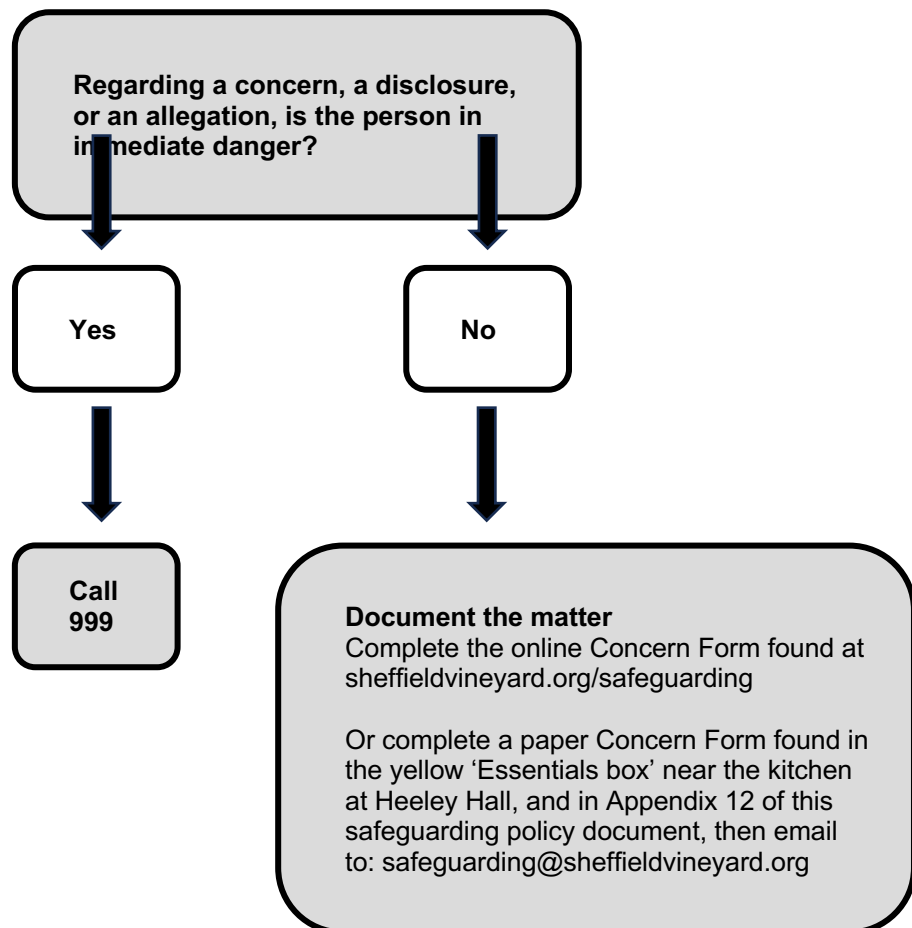
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Responding to a concern, a disclosure, or an allegation of abuse



The Safeguarding Lead and Safeguarding Deputy are:

Safeguarding Lead (SL)

David Bishop
safeguarding@sheffieldvineyard.org

Safeguarding Deputy (SD)

Sarah Wilson
safeguarding@sheffieldvineyard.org

The Sheffield Vineyard Church congregation has 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 a fellow team worker. Allegations may involve a family member or someone outside the family, such as a teacher, youth leader, or pastor. No groups of people are exempt from being abusers or from being abused.

UNDER NO CIRCUMSTANCES CARRY OUT YOUR OWN INVESTIGATION INTO AN ALLEGATION OR SUSPICION OF ABUSE.

Documenting and reporting a disclosure or allegation

If a child or an adult who requires care or support tells you of something that has happened:

- Take them to a place out of earshot but still in sight of others.
- Allow time and space for the person to talk without interrupting.
- Do not communicate blame and show acceptance of what they say.
- Don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision, but let them know that you're always ready to listen.

If you are unable to contact the SL or SD, or the disclosure of abuse involves either of them, contact Thirtyone:eight directly for further advice.

Safeguarding support helpline

Thirtyone:eight

0303 003 1111

info@thirtyone:eight.org

Suspicions must not be discussed with anyone other than those mentioned above.

The role of the Safeguarding Lead and Safeguarding Deputy.

The role of the SL is to collate and clarify the precise details of the allegation or suspicion, and to pass this information to statutory agencies with a legal duty to investigate. If you do not feel your concerns are being addressed appropriately or in a timely manner, contact Thirtyone:eight directly for further advice.

See section 'The role of the Safeguarding Lead and Safeguarding Deputy'.

Company details

Company name

Sheffield Vineyard Church

Address

80 Brincliffe Edge Road, Sheffield, S119BW

Telephone

0114 3033 999 (Office number)

Email

hello@sheffieldvineyard.org (General enquiries)

CIO number

1197569

Introduction

Sheffield Vineyard Church is committed to the highest standards of care for children, young people, and adults who require care and support at our events. The highest standards will be maintained in all pastoral, counselling, worship, prayer and recreational situations.

We believe that Jesus, who showed compassion and care for all those he met, cared deeply for children and the vulnerable and had severe words for those who mistreated them. This policy and related procedures have been developed to help us do that.

We recognise that we have a 'duty of care' towards all those attending our events and we seek to exercise this duty in everything that we do.

Our commitment to safeguarding

The Senior Pastors recognise the need to provide a safe and caring environment for children, young people, and adults who require care and support. We acknowledge that they can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child, which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

The Senior Pastors have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy is based on the 'Safe and Secure' safeguarding standards published by Thirtyone:eight (31:8).

The term 'workers' in this document refers to both employees and voluntary helpers throughout, unless otherwise specified.

The Senior Pastors undertake to:

- Endorse and comply with all national and local safeguarding legislation and procedures, in well as the international conventions outlined above.
- Provide ongoing safeguarding training for all its workers and will regularly review this safeguarding policy.
- Ensure, to the best of our ability, that the premises are welcoming and inclusive.
- Support the Safeguarding Lead (SL) in their work and any action they may need to take to protect children and adults with care and support needs.
- Not to allow the document to be copied by other organisations.

Information on whistleblowing is available in the Whistleblowing Policy.

Information on handling a grievance is available in the Grievance Procedure document.

Information on harassment and bullying is available in the Anti-Harassment and Bullying Policy.

Definitions of abuse (Children)

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

Defining child abuse is a difficult and complex issue. A person may be abused by being subjected to harm or by failing to prevent it. 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 or an adult who has needs for care and support. We recognise that child-on-child abuse is as serious as adult-on-child abuse.

Physical 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; or persistent toileting. Note the location, size and shape of burns, scalds, bite marks, open wounds, punctures, fractures, broken bones, and scarring. Other things to watch for include respiratory problems, frequent vomiting, drowsiness, or seizures.

Emotional or psychological abuse

Emotional or psychological abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks, conveying that the child is unloved, inadequate, making fun of them, 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 other children and/or animals, unusual lack of attachment to a parent, lack of social skills, few friends, running away/stealing/lying/self-harm.

Sexual abuse

Sexual abuse is the forcing or enticing of 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).

The age of sexual consent is 16; the law gives additional protection up to the age of 18.

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, soiled clothes, obsessive behaviours, risk taking, aggression, suicidal thoughts and self-harm, drugs, alcohol, unexplained sources of money, missing school.

Financial or material abuse

Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. It can involve theft, fraud, internet scams, coercion relating to an adult's financial affairs or arrangements, including wills, property, inheritance, or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Modern slavery

Modern slavery encompasses human trafficking, forced labour and domestic servitude. Traffickers and slave masters coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.

Signs of possible harm include: spending a lot of time doing household chores, rarely leaving their house or having no time for playing, being orphaned or living apart from their family, living in low-standard accommodation, being unsure which country, city or town they're in, reluctant or unable to share personal information concerning where they live, not be registered with a school or a GP practice, having no access to their parents or guardians, being seen in inappropriate places like brothels or factories, having money or things you wouldn't expect them to, having injuries from workplace accidents.

Spiritual abuse

Spiritual abuse is the coercion and control of one individual by another in a spiritual context. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or use of authority to control behaviour, requirement of unreasonable obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context. Spiritual harm can also include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

Signs of possible harm include: changes in mood or behaviour, aggression, nervousness, struggle to control emotions, overly affectionate to people they haven't known long, lack confidence, lack of social skills, few friends, and self-harm.

Discriminatory abuse

Discriminatory abuse is the repeated deprivation of assistance that a child needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the child or to others.

Signs of possible harm include: forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect

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 a response to a child's basic emotional needs. It can occur during pregnancy as a result of maternal substance abuse.

Signs of possible harm include: children being out late at night or left 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, health or other needs not being taken care of.

Radicalisation abuse

Radicalisation is when someone is drawn to engage in acts of terrorism.

Signs of possible harm include: emotional changes (withdrawn, aggressive, identity crisis), physical changes (are online more, isolated, new peers, appearance changed significantly), verbal changes (judgemental, argumentative, extremist narratives).

Definitions of abuse (Adults)

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

Defining abuse against an adult who requires care or support is a difficult and complex issue. A person may be abused by being subjected to harm or by failing to prevent it. 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 adult.

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with care or support needs from abuse' (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately or through lack of care.

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; or persistent toileting. Note the location, size and shape of burns, scalds, bite marks, open wounds, punctures, fractures, broken bones, and scarring. Other things to watch for include respiratory problems, frequent vomiting, drowsiness, or seizures.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Signs of possible harm include: sexually transmitted diseases, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, and a change in appearance.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress, anguish, or negate the wishes of the adult who has needs for care and support. It is also behaviour that has a harmful effect on the adult's emotional health and development, or any other form of mental cruelty.

Signs of possible harm include changes in mood or behaviour, aggression, being withdrawn, showing compulsive behaviour, being too eager to do everything they are asked to, or not being able to do things they used to.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult who requires care or support requires for important activities of daily living, including the failure to intervene in behaviour which is dangerous to

the adult or to others. An adult who requires care or support may be suffering from neglect when their general well-being or development is impaired.

Signs of this could include pain or discomfort, extreme hunger, thirst, untidiness, or poor health.

Spiritual abuse

Spiritual abuse is the coercion and control of one individual by another in a spiritual context. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or use of authority to control behaviour, requirement of unreasonable obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context. Spiritual harm can also include the denial of the right to faith or the opportunity to grow in the knowledge and love of God.

Signs of possible harm include: changes in mood or behaviour, aggression, nervousness, struggle to control emotions, overly affectionate to people they haven't known long, lack confidence, lack of social skills, few friends, and self-harm.

Discriminatory Abuse

This is the inappropriate treatment of an adult who requires care or support because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of an adult who requires care or support by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can result from repeated acts of inadequate care, neglect, or poor professional practice.

Prevention of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult who requires care or support is a difficult and complex issue. A person may be abused by being subjected to harm or by failing to prevent it. 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.

To safeguard those in our places of worship and organisation, we adhere to the UN Convention on the Rights of the Child and have as our starting point 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.

Safer recruitment

The Senior Pastors will ensure that all workers who work with children and adults requiring care and support are appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment.

Safeguarding awareness

The Senior Pastors are committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers (paid and volunteer) will receive induction training and undertake regular recognised safeguarding training.

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

Management of workers

The Senior Pastors are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with the 'Leading kids and youth: requirements and expectations' (see Appendix 2) and 'Principles of Good Working Practice' (see Appendix 3).

Pastoral Care

Supporting those affected by abuse

The Senior Pastors are committed to providing pastoral care, working with statutory agencies as appropriate, and supporting all those affected by abuse who have contact with or are part of Sheffield Vineyard Church. This support will be offered through:

- Referral to counselling professionals or appropriate medical agencies.
- Pastoral systems are already in place within the church. The support will be provided by those with experience in pastoral care and endorsed by the church.
- Offering practical help in attending appointments.

Working with ex-offenders

When someone attending Sheffield Vineyard Church is known to have abused children or is known to be a risk to adults who require care and support, we will ensure supervision of the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults who require care and support, set boundaries for that person which they will be expected to keep. Where appropriate, risk assessments will be drawn up to identify control measures. A contract will be drafted for the offender to sign, based on the uniqueness of their offence, the risk posed, and their requirements. It will also detail the consequences of breaking the contract.

The role of a Safeguarding Lead and Safeguarding Deputy

A Safeguarding Lead (SL) and Safeguarding Deputy (SD) will be expected to:

- Act as an advocate (i.e., someone who speaks for and on behalf of children and adults with care or support needs).
- Act independently in reporting concerns of abuse to the statutory authorities, that is, Children's or Adult Social Care (formerly Social Services) or the Police. NB Children's Social Care is otherwise known as Children's Services in England.
- Oversee the preparation and implementation of the Safeguarding Policy (children and/or adults with care or support needs), ensuring it is regularly reviewed.
- Maintain accurate and secure child protection records.
- The SL and SD will discuss all safeguarding concerns brought to their attention, unless this is impracticable (e.g., due to holidays) or the concern relates to the SL or SD.
- Ensure all staff and volunteers receive appropriate training to recognise the signs and symptoms of abuse and neglect.
- Make sure all staff and volunteers know how to raise safeguarding concerns.
- Be able to act independently from the church's pastoral structures and have direct access to the church's board of trustees to report on all safeguarding matters.

SLs and SDs should receive advanced-level safeguarding training at least once every two years.

Safeguarding Lead's response where there is a concern about a child

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

- Contact Sheffield City Council Children's Social Services or Thirtyone:eight for advice if you are concerned about a child's safety or if a child is afraid to return home.
- Do not tell the parents or carers unless advised to do so.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For minor concerns, encourage the parent/carer to seek help, but not if doing so would place the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. If there is genuine concern and they still fail to act, contact Sheffield City Council Children's Social Care Services or Thirtyone:eight directly for advice.

In the event of allegations or suspicions of sexual abuse, the SL will:

- Contact Sheffield City Council Children's Social Care Services, or Thirtyone:eight for advice.
- They will NOT speak to the parent/carer or anyone else.

Sheffield City Council Children's Social Care Services
0114 273 4855

Safeguarding Lead's response where there is a concern about an adult

If an adult who requires care or support has a physical injury or symptom of sexual abuse, the SL will:

- Discuss any concerns with the individual, with due regard for their autonomy, privacy, and the right to lead an independent life.
- If the adult who requires care or support is in immediate danger or has sustained a serious injury, contact the Emergency Services and inform them of any suspicions.
- For advice, contact the Sheffield Adult Safeguarding Partnership
- Alternatively, Thirtyone:eight can be contacted for advice.

Safeguarding Lead's response generally

The SL may need to inform others depending on the circumstances and/or nature of the concern:

- The chair or trustee responsible for safeguarding 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.

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 SL, as per Local Safeguarding Children Board (LSCB) procedures, will:

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer, formerly known as a Local Authority Designated Officer (LADO), who handles all allegations against adults who work with children and young people, whether in paid or voluntary roles.
- Make a referral to the 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 Lead will:

- Liaise with Adult Social Services regarding 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; increased support for the carers; or no further action if the 'victim' chooses not to pursue it and can communicate their decision. However, this is a decision for Adult Services to make, not the church.

Generally

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 it is hoped that members of the place of worship/organisation will use this procedure. If, however, the individual with the concern believes the SL has not responded appropriately or disagrees with the SL's referral decision, they may contact an external agency directly. We hope that by issuing this statement, the Trustees demonstrate their commitment to effective safeguarding and the protection of all vulnerable individuals.

The safeguarding role of a Trustee

Safeguarding Trustee (ST)

Jennie Button

07557 853675

jenniebutton@iCloud.com

Trustees have overall responsibility for making sure that anyone who encounters their church does not come to any harm.

Trustees must make sure their church:

- Identifies and manages safeguarding risks.
- Has appropriate policies in place so that everyone knows how to identify and report concerns or incidents.
- Conducts appropriate checks on those who work with children, young people, or adults with care or support needs.
- Protects volunteers and staff by maintaining clear policies on bullying, harassment, and whistleblowing.
- Handles and reports safeguarding incidents and allegations of abuse appropriately.

To help manage a church's safeguarding requirements, we have nominated a Safeguarding Trustee to oversee safeguarding. This trustee will be responsible for ensuring that, alongside the SL and SD, there is an up-to-date, regularly reviewed safeguarding policy in place, and that the SL and SD have all they need to perform their roles in accordance with the policy.

This trustee should receive safeguarding training tailored to trustees at least once every two years.

Government definitions: 'Duty of Care', 'Position of Trust' and 'Abuse of Trust'

Duty of Care

'The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of or working with children and young people in any capacity is considered, both legally and morally, to owe them a duty of care.'

Guidance for Safer Working Practice for Adults who Work with Children and Young People, Department for Children Schools and Families - November 2007.

Position of Trust

'Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship'.

Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office).

Abuse of Trust

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

Sexual Offences Act 2003, Sections 16-19 re-enact and amend the offence of abuse of position of trust.

Recruitment to a kids/youth/adult with care or support needs, related role

These recruitment requirements are designed to enable the church to:

- Safeguard and protect all children, young people, and adults with care or support needs by implementing robust safer recruitment practices.
- Identify and reject applicants who are unsuitable to work with children, young people, and adults with care or support needs.
- Respond to concerns about the suitability of applicants during the recruitment process.
- Respond to concerns about the suitability of employees and volunteers once they have begun their role.
- Ensure all new staff and volunteers participate in an induction that includes child protection and/or the protection of adults with care or support needs.

All those over 16 who regularly interact with children and young people must complete all six stages of our recruitment and selection process.

Stage 1: A potential staff member applies to the Trustees and is interviewed by the HR Trustee, or a potential volunteer within the church is identified and referred to the team leader. The Safeguarding Lead and Deputy Safeguarding Lead are to be informed via email.

Stage 2: Applicant completes a DBS application and a 'Child and vulnerable adult worker application form'.

Stage 3: Applicant's identification documents are checked.

Stage 4: References for potential staff members are checked.

Stage 5: Applicant signs up to the DBS Update Service.

Stage 6: Applicant completes safeguarding training.

Stage 7: Applicant joins a team for a 3-month probationary period, closely monitored in their role.

Training

Training levels

The level of training staff and volunteers receive varies by role within the church. The table below is a guide on what we believe is an appropriate level of training for different church roles:

Training level	Roles	Place of training	Frequency
Level 1 Training (Basic safeguarding awareness)	Children's workers, youth workers, care home volunteers, administrative staff, receptionists	In house	To be reviewed in every Kids Team Meeting / Yearly
Level 2 training (Intermediate level)	Children's team leaders, youth team leaders, pastoral staff, debt advice counsellors	Thirtyone:eight	Every two years alongside a yearly Level 1 refresher
Level 3 (Advanced level)	Safeguarding Lead, Safeguarding Deputy Lead	Thirtyone:eight	Every two years alongside a yearly Level 1 refresher
Trustee Training (Tailored training for trustees)	Church trustees	Thirtyone:eight	Every two years alongside yearly Level 1 refresher

Communicating and reporting to VCUK&I

As a national movement, Vineyard Churches UK & Ireland (VCUK&I) aims to support churches in being the most welcoming and safe places they can be.

In the document 'Safeguarding: A Guide for Churches' by VCUK&I, the following is written.

When safeguarding incidents arise, you need to know that you as a church are not alone, and we are here as a team to advise and guide you through any processes that you may need to follow.

We, therefore, ask that all churches keep open lines of communication with the VCUK&I National Safeguarding Team (NST), informing us of all serious safeguarding concerns or incidents that occur in your churches.

The table below will help you to assess whether you should contact VCUK&I National Safeguarding Team to let us know about an incident or concern in your church.

Incident type	VCUK&I reporting requirement	VCUK&I involvement
Level 1 incidents - Suspected neglect of an individual, taking place outside of the church environment. - Bullying, violence, or sexually inappropriate behaviour identified amongst the attendees of a church child or youth group. - An allegation of abuse against a congregation member (with no leadership responsibilities) which has taken place outside of church premises or church organised activities.	No requirement to report to VCUK&I. Feel free to call for advice and support.	On hand to offer advice and support if requested.
Level 2 incidents - An allegation of abuse against a congregation member (with leadership responsibilities) which has taken place outside of church premises or church organised activities. - An allegation made against a member of staff (non-pastoral) about abuse that has taken place outside of church premises or church organised activities.	Report to VCUK&I as soon as possible.	VCUK&I will offer clear help and guidance to support the church's Safeguarding Lead in the role that they need to perform.
Level 3 incidents - Allegation of abuse made against a Senior Pastor or senior/pastoral member of staff. - Allegation of abuse taking place on church premises or within church organised activities.	Report to VCUK&I as an immediate priority.	VCUK&I will offer comprehensive guidance and direction on the action that needs to be taken. Members of the NST will come alongside the church's Safeguarding Lead to help with the safeguarding process.

Safeguarding annual survey

The Safeguarding Trustee will complete an annual survey conducted by VCUK&I and will provide the following information:

- Name of the church Safeguarding Lead and their contact information.
- Name of the trustee with safeguarding oversight and their contact information.
- Does the church have a safeguarding policy in place, and when was this last reviewed/updated?

- The number of safeguarding incidents that the church dealt with in the previous calendar year. How many of these were either a level 2 or 3 incident?
- Do you have any ongoing safeguarding concerns you are managing?
- Do you need further assistance with safeguarding prevention measures, such as policy development, safer recruitment, and/or training?

Data protection

The protection of an individual's personal data must always be considered when sharing information with an external organisation, including VCUK&I. In most cases, it will not be necessary to share personal information that identifies any individuals concerned in safeguarding incidents that you are reporting.

In some limited circumstances, it will be necessary to share personal information of abusers and/or victims of an offence with VCUK&I. This would be where not doing so could put people at risk of future abuse or aid an abuser to offend again. This usually applies to Level 3 incidents (see reporting requirements above) in which a Senior Pastor or senior member of staff is implicated in an allegation of abuse. VCUK&I takes the handling and security of personal data very seriously and ensures that any data provided is processed in line with the Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation (GDPR)) and the VCUK&I Data Protection Policy.

Support from VCUK&I

The VCUK&I office is open most weeks, Monday to Friday, 9 am to 5 pm.

01482 462 690
finance.legal@VCUK&I.org.uk.

Appendix 1 – The Senior Pastor's statement on safeguarding

The following statement was agreed by the Senior Pastors: September 2021

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

The Senior Pastors are committed to:

- Following statutory denominational and specialist guidelines for safeguarding children and adults, we will ensure that, as a place of worship/organisation, all workers work within the agreed procedures of our safeguarding policy.
- Implementing the requirements of the Equality Act 2010.
- Supporting, resourcing and training those who undertake this work.
- Ensuring we stay up to date with national and local developments in safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

The Senior Pastors recognise:

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

Signed by:



Karen Griffin (Senior Pastor)



Alex Griffin (Senior Pastor)

Appendix 2 – Leading children and youth: requirements and expectations

This document outlines the requirements and expectations for those at Sheffield Vineyard who lead teams of children and youth.

The role of a children's team member

We have a responsibility to teach the next generation that they ought not live without Jesus. The role of the children's ministry is to teach our children and youth how to live life with God in a fun and relevant way.

General expectations

You are expected to embrace the "5 ways to belong" ethos (see sheffieldvineyard.org/belong), which we have in lieu of a membership system, and in addition to serving, do the following:

- Regularly attend Sheffield Vineyard on Sundays, not just when serving on the children's team.
- Regularly attend a Sheffield Vineyard Lifegroup.
- Give a proportion of your finances to Sheffield Vineyard.
- Actively seek to invite others into a relationship with Jesus and the church family.

Specific requirements

For the children's ministry at Sheffield Vineyard to be well organised and God-focused, it is important that you also engage in the following:

- Have a heart for young people and a desire to see them grow in their own faith and become active members of the church.
- Plan lessons/activities as appropriate.
- Arrive early at Heeley Hall at 9.00 am on the Sunday and be part of the setup.
- Attend team prayer at 9.45 in Heeley Hall.
- Support the team leader by following his/her lead during the activities.
- Be part of the set-down process after the service.
- Honour the dates you are down to serve on the rota and arrange necessary swaps within the team as soon as possible.
- Commit to constantly improving how you lead on the team, by asking for feedback, personal research and by attending training events as appropriate.
- Attend team and training meetings.

There will, no doubt, be occasions when you are unable to undertake all the above; no one is taking a register, but we ask that you approach each task with the intention of doing your best. We also appreciate that many students spend the academic holidays at their parents' homes; we ask that you undertake the above when you are in Sheffield.

The importance of maintaining a healthy and effective relationship with God

Investing in our young people is one of our highest priorities, and as such, we want to ensure that those who lead our people in worship are actively pursuing God in their own lives and are embedded in the church family. The key to maintaining a healthy and effective personal relationship with God is spending daily time in prayer and reflecting on biblical truth. Spiritually mature people know that if they make the effort to care for their insides (their heart, their emotions, their guilt, their faith), then their outward actions will be right too (Matthew 23:25-26).

A great follower of God is someone who regularly seeks God:

- Independently (without prompting from others)
- Corporately (as part of a church family)

- Regularly (at least daily)
- Only (God gets jealous when our allegiances are divided)

It is important to remember that any gifting or calling we have should always stand behind our primary roles: to glorify God and to love others. Our identity is not in how well we get along with the children/youth, how often we lift our hands in worship, how often we go to Lifegroup or the platform from which we lead - it's that we are children in God's family - adopted into a relationship with him.

Our highest priority is to worship God. As his children, the Father wants a deep relationship with us. That is why we so desperately need to spend time alone in worship, in the secret place, before we can publicly lead others on a Sunday.

The importance of accountability

No one is perfect all the time – if we were, then we would not need Jesus. It's therefore important that we admit our wrongs to God and others as appropriate, seek forgiveness, and, when appropriate, seek assistance. If at any stage you feel that your ongoing behaviour doesn't echo your beliefs or your practices don't echo your principles, we would wish for you to talk to those in oversight.

You are primarily accountable to your team leader, who is in turn accountable to the Senior Pastors. However, it is also encouraged that all staff and volunteers working with children or adults who require care and support be part of an accountability partnership/group.

Ignite team members (kids group)

You must always:

- Read and abide by the Sheffield Vineyard safeguarding policy and follow the safeguarding guidelines. You will be asked to read and sign that you have read and understood the safeguarding policy each year.
- 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 appropriately and avoid developing inappropriate relationships with any children or young people.

Helpers

Your role is to help the group leader. Unless you are asked to do something else, please stay with your group and leader. As you serve the children, you will develop your own skills and gifts.

Please ensure you undertake the following:

- Ensure that you know each child by name.
- Look out for children on the edge of the group.
- Children learn in different ways; they understand their learning styles.
- Ensure the children know they can ask questions.
- Remember that everything you say is listened to.
- For some children, it may be helpful to understand that you might be the only adult listening to them.
- Be aware of the group's ground rules and work closely with the leader. (Be safe, be kind, be respectful).
- Positively reinforce children's behaviour when they do something well.
- Your group area may become messy. Please tidy up every so often!
- When doing craft activities, by all means help, but let the children do the craft!
- Think about the words you are using – do they understand?
- Keep your language simple – particularly with younger children.
- Speak to children at their level - both physically and verbally.
- Silence is good; children may be considering answers to questions.

- Where possible, avoid being alone with a child.
- Do not take a child to the toilet; only parents or guardians should do so.
- If a child discloses anything to you or you have concerns, refer to the 'Responding to a disclosure or allegation of abuse' section of the Safeguarding Policy.

And remember:

- You are part of a team and are valued & needed.
- You are a role model; if the leader asks the children to sit quietly, please do so first, and the children will follow your example.
- Have fun. Serving children is a privilege, and you will learn a great deal about the children and how to be a leader.

Team leaders

In addition to the guidelines for helpers (see above), it is your responsibility to ensure that:

- The session is well planned with appropriate activities, teaching, worship, and prayer ministry.
- The children understand more about following Jesus.
- Guests are welcomed in the foyer before church, and parents/guardians feel confident in leaving their children in your care.
- Child protection, health & safety and other incidents are recorded and kept confidential.
- Attendance records are kept each week and reported to the office.

Routine

During Worship:

- Children are the responsibility of parents and guardians.
- An activity area is provided for Ignite under parental supervision.

During the Sermon:

- Children are encouraged to use the toilet before signing in.
- Children are registered (and youth, where possible). Parents who wish to help children settle in are also noted on the register along with the child.
- Children are provided with age-appropriate toys.
- The children's activities usually adhere to the following structure:
 - Warm-up game,
 - story/discussion/drama,
 - craft,
 - response activity, e.g. prayer.

Activities that require children to concentrate/listen take place on the mat so they can understand the different expectations for them (compared to game expectations, e.g., noise level).

We are grateful that you have offered to serve the children. It really is fantastic when people give their time and energy like this. Thank you.

Appendix 3 - Principles of good working practice

All adults working with children, young people and adults who require care and support are in positions of trust. It is therefore vital that workers ensure they do not, even inadvertently, misuse their position of power and authority.

We take seriously the way we handle personal information. We comply with data processing regulations. We also recognise that safeguarding issues take precedence over data protection (GDPR).

BEHAVIOUR

All staff and volunteers working with children, and the adult who requires care or support, must adhere to the principles of good working practice outlined below, wherever possible.

- Treat all children, young people and adults with warmth, respect, and dignity relevant to their age.
- Be aware of your language style, tone, body language, and dress, and how an individual child, young person, or adult might perceive them.
- Ensure that you are never alone with a child or young person where your activity cannot be seen. This may mean leaving doors open or two groups working in the same room.
- Keep all physical contact public, e.g. hugs.
- Touch should be related to the child/young person/adult's needs, not the worker's needs.
- Touch should be age-appropriate and generally initiated by the child/young person/adult rather than the worker. (N.B. In the case of babies, they will initiate the need for a cuddle, usually by crying).
- Team members should support one another regarding physical contact. They should be free to help each other by pointing out anything that could be misconstrued.
- Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable.
- Under no circumstances should physical punishment be used.
- Where a child requires the toilet, the following should apply:
 - Nappies will not be changed by workers - only by the child's parent or carer.
 - Children who require assistance with toileting should be assisted only by parents or carers, when those parents and carers are on site. In instances when parents and carers are not on site (e.g. summer kids club), children requiring assistance with toileting should be accompanied by 2 adults.
 - Always ensure a second adult is present when removing a child's clothing is essential (e.g., soiling of clothes or a medical emergency).
- Only those over 18 may assume responsibility for children. We aim to staff children's work according to the following minimum ratio of adults to children:
 - Age 0-2 yrs: 1 adult to 3 children
 - Age 2-3 yrs: 1 adult to 4 children
 - Age 4-8 yrs: 1 adult to 8 children
- We may also have assistants under 18 assisting in our children's groups. These assistants do not help us expand these ratios under the Leader's guidance during each session.
- No person under 18 years of age should be left solely in charge of any children of any age.
- Children or young people attending a group should not be left alone at any time.
- Personal cameras should not be used to take photos during sessions. Photographs should only be taken of children for whom you have permission to photograph.
- Any internet use during a session should be safe, appropriate, and closely monitored.
- Concerns about a colleague's behaviour should always be reported to the Safeguarding Lead (SL) (see section 'Responding to a disclosure or allegation of abuse' for details).

Behaviour to avoid

Workers should NOT engage in any of the following behaviour:

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

Anti-bullying Policy and practice (children & young people)

Bullying is the use of aggression with the intention of hurting another person. Children can bully one another, be bullied by adults, and sometimes bully adults. Any form of bullying causes the victim pain and distress and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing, including via emails or text messaging.
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts.
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Sexual - sexually abusive comments or gestures.
- Racial - any of the above because of or focusing on the issue of racial differences.
- Homophobic - any of the above because of or focusing on the issue of sexual orientation.
- Unofficial activities, such as practical jokes, may cause children physical or emotional harm, even if not intended.

We recognise the harm that bullying can cause and have a zero-tolerance attitude towards bullying, which is abuse. We deal with the victim of the abuse, the parents, and the bully to avoid repetition in line with our procedures.

Responding to challenging behaviour

Sometimes children and young people become angry, upset, or disruptive. Occasionally, their behaviour may endanger themselves or others. As a team, we are corporately responsible for discipline. The best way to maintain a high level of discipline is for the whole team to use clear, common-sense communication to address disruptive behaviour. This is best handled by the nearest team member at an early stage, so disruptive behaviour doesn't escalate.

When dealing with disruptive behaviour:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.

If they are harming themselves, another person or property, then others in the group should be escorted away from the area where the disruption is occurring. At the same time, with a second worker present, request that they STOP.

Solvents and Illegal Substances

Workers should be alert to the possession and use of illegal substances.

If a worker becomes aware that a child, young person, or adults who require care and support may be abusing solvents or using illegal substances, they should make the Safeguarding Lead (SL) aware of the situation.

For the individual involved, action may include the following:

- Ask them to stop and warn them of the consequences if they do not (e.g., suspension or exclusion from the group).
- Inform parents/carers if the individual is under 16 years.
- Inform the parents/carers if the individual is over 16 years (with their permission).
- Discuss the proposed course of action with the individual, particularly if they reoffend (e.g., by informing the police).
- Write down the content of any discussion with the individual, including the action taken and keep this in a secure place.
- Liaise with the police to develop a strategy for addressing the use of illegal substances.

It is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the organisation's premises.

PROCEDURE FOR SUNDAY SERVICES

Registration

A registration form is required for a child to participate in Sheffield Vineyard activities.

If parents or carers remain in the children's area, their names must be recorded on the register, and they may not contact children other than their own, as they should be present only to help their child settle in.

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) on ChurchSuite (the Church database system).

Signing out: Children may not leave their groups until they have been 'signed out' of ChurchSuite by a parent (or an adult designated by the parent).

Toilet Trips

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 need to use the toilet should alert a team member. The Team Member will then alert the Team Lead/Helper that they are leaving the room, before going to collect the child's parent. The parent will then support their child with toileting before bringing them back to the group.

Consent forms

Consent forms must be completed for all activities and events. See Appendix 4. These forms must be kept securely.

Keeping Records

Concern forms (see Appendix 5) should be used to record incidents, behaviour, significant conversations, or disclosures of abuse. These forms must be kept securely.

PROCEDURE FOR OTHER EVENTS

Other Activities

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

- A Risk Assessment is completed for each activity.
- Young people aged 17 and under must have a completed parent/carer consent form before attending a trip. This can be included in the annual consent form for trips, photography, and videos if the trip doesn't involve an overnight stay or a sporting activity.
- When transporting children, workers should avoid being left alone with a child in the car. If this is unavoidable, ask the child to sit in the back.
- When planning residential/sleepovers, the Thirtyone:eight guidelines and checklist should be followed.

Workers should be aware of the potential risks when meeting with young people in one-on-one settings at home or on trips. They should consider taking steps to avoid such risks, such as meeting in a public place, informing others of the meeting, and leaving the room door open if appropriate.

Transportation

When children or young people are transported by vehicle, consent should be obtained.

Drivers who are members of the children's team and transport children in their own vehicle (rather than a personal favour) should have an appropriate licence and insurance.

Residential holidays

The safety and suitability of residential accommodation will be assessed on an individual basis. All workers will be selected from our regular children's team, have appropriate DBS checks, and operate in accordance with our child protection policy.

Filming and taking photographs

Filming and photography are undertaken in full compliance with the Data Protection Act 2018 and with the relevant permissions from the individual or the child's parents/carers. See Appendix 4.

ONLINE SAFETY (SOCIAL MEDIA AND DIGITAL COMMUNICATION)

Information on social media and digital communications is available in the Online Safety Policy.

SAFETY

Risk assessments

Risk assessments must be conducted for all activities undertaken by the Church. The regular weekly activities are reviewed and updated annually. One-off events are assessed on an individual basis.

The person leading the ministry area will compile the risk assessment, which will be reviewed by a staff member or Trustee responsible for health and safety.

Fire safety

All team members should be aware of fire procedures.

First Aid

The designated first aider is a member of staff, and first-aid boxes are located in the children's area and the kitchen.

Accidents

An accident book is to be present at Sunday Services, and any accidents recorded.

Appendix 4 – Consent forms

Consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event. A consent form covers a child for all events in that academic year, and new consent forms are issued each September to keep information up to date. It is the responsibility of parents to inform us of any changes to their information.

Consent forms should be completed for all guests at the start of the event, before their parents/carers leave, to ensure their safety throughout the event. When young people arrive unaccompanied, leaders will collect their contact details and follow up with parents/carers regarding consent forms.

The following is a typical consent form.

Consent form

CONFIDENTIAL

At Sheffield Vineyard, we take your child's safety seriously. To help us care for your child, please complete this form. Please write clearly in capitals using black ink.

Child's name _____

Parent's name _____

School year _____ Date of birth _____

Address _____

Home phone _____

Name and mobile number of adults who may sign in/out your child or be contacted in an emergency.

Any medical conditions, e.g. asthma, epilepsy, diabetes, allergies?

Is your child taking any medication we should know about, such as inhalers?

Any special needs, e.g. dyslexia, limited sight/hearing, physical and/or social skills, communication needs?

Any dietary requirements?

Is there anything else you would like to share about your child to help us care for them?

I understand that photographs and videos may be taken at the events by team members, staff, and volunteers of Sheffield Vineyard. I understand that these may be used internally, in promotional material, or on the church website. I understand these photos will not typically feature individual children, but are intended to capture the overall event and activities.

Signed _____

Continued.

I authorise my child to attend Sheffield Vineyard and participate in all of its activities. In the unlikely event of an accident, I authorise any nominated first aider to provide any necessary medical treatment. I understand that my child will receive medication as instructed. I also understand that if my child becomes ill, then every effort will be made to inform me. If I am not contactable, then my child will be given medical or dental treatment as considered necessary, further to any medical advice being sought.

I understand that I am responsible for supervising my child when outside of the organised children's and youth activities.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). I understand that the information supplied on this form may be stored in a database for administrative purposes. I give my consent to sharing details of my child's health and disabilities with the leaders of relevant children's activities.

This form needs to be signed by an adult with parental responsibility for the child or young person.

Signed

Appendix 5 – Concern form

CONFIDENTIAL

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.
Please write clearly in capitals using black ink.

About you

First and last name _____

What is your connection with Sheffield Vineyard?

Staff member ☐ Volunteer ☐ Church member ☐ Member of the public ☐

Phone number _____

Email _____

Date of form submission _____

Tell us about who or what the concern is about

First and last name _____

Date of birth _____

Address (if known) _____

_____ Postcode _____

Ministry group/area

Children (ignite) ☐ Youth ☐ Foodbank ☐ General adult ☐

Other _____

Tell us about the concern or incident

What is the concern or incident, and why do you think it needs action? (Please provide as much information as you can, including names, times and dates.)

When did it happen? _____

Did anyone else see or hear about it?

Action taken (including person(s) contacted)

If you are part of a team at Sheffield Vineyard, please ensure that you have made your team leader aware. If they feel that further action is required, they will contact the Safeguarding Lead (Dave Bishop) or the Safeguarding Deputy (Sarah Wilson). If they are not available and advice is needed urgently, the Thirtyone-eight 24-hour helpline – 0303 003 11 11 can be contacted for help.

If a child or an adult with care and support needs is at risk of immediate harm, the police should be contacted.

☐ I confirm that the information I have included in this form is, to the best of my knowledge, accurate, and I hereby authorise Sheffield Vineyard to contact me at the number provided if further clarification regarding this incident is required.

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.

Appendix 6 - Concern continuation form

CONFIDENTIAL

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.
Please write clearly in capitals using black ink.

About you

First and last name _____

Who is the concern about

First and last name _____

Ongoing information

[illegible]

☐ I confirm that the information I have included in this form is, to the best of my knowledge, accurate, and I hereby authorise Sheffield Vineyard to contact me at the number provided if further clarification regarding this incident is required.

Once complete, email this form to **safeguarding@sheffieldvineyard.org**.

Appendix 7 – Acknowledgement of reading the Safeguarding Policy form

Date _____

This form is to be signed by Trustees, staff, SL, SD, children and youth workers, counsellors and people who work with adults who require care and support. By signing this, you confirm that you have read the Safeguarding Policy.

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____

Name _____ Role _____ Signature _____