



Safeguarding Everyone

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Safeguarding Everyone Policy

1. Introduction

Details of the place of worship/organisation

Name: Hope Vineyard Church Oxford (Charitable Incorporated Organisation)

Address: 58 Fern Hill Road, Cowley, OX4 2JP, Oxford

Telephone: 07971 828408

Email address: hello@hopeoxford.org

Charity Number: 1173765

The following is a brief description of our organisation and the type of activities we undertake with children, young people and adults at risk.¹

Hope Vineyard began when Josh and Katie Kay moved to Oxford in the summer of 2017 having been commissioned by Trent Vineyard, Nottingham to plant a new church. Church planting is the general practice amongst the Vineyard group of churches. A group of people interested in being a part of this community gathered to encounter God following the life and teachings of Jesus. Practically, this happens in a variety of ways, means, locations and in differing size settings. This may be in organised groups designed to meet the needs of a specific people group, or in settings where everyone is together. However, in all we do, we aim to both consider and promote the needs of children, young people and adults at risk, which is precisely what Jesus taught.

Our commitment

As Trustees we recognise the need to provide a safe and caring environment for children, young people and adults at risk. We acknowledge that children, young people and adults at risk 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 agree with the Convention on the Rights of the Child, which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As Trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding. The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight, previously known as the Churches' Child Protection Advisory Service (CCPAS).

The board of Trustees will ensure:

- All national and local safeguarding legislation and procedures, in addition to the international conventions outlined above are endorsed and followed.
- Ongoing safeguarding training is provided for all the charity's workers and we will regularly review the operational guidelines attached.
- That the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- The Support of the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk.
- That a copy of the policy and practice guidelines is filed with thirtyone:eight and the latest copy of the policy will be published on the website, as recommended by the Local Authority Designated Officer (LADO), Oxfordshire County Council.

¹ In this document, the term 'adults at risk' is preferred to 'vulnerable adults' in order to increase consistency with current legislation. However, the term 'vulnerable adult' will be used when it was the one used in the practice guidance or legislation at the time.

2. Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

For adults we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5 which states, *"No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment."*

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

3. Definitions of abuse

Abuse in children:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or when they make a child undergo Female Genital Mutilation (FGM).

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

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

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

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

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

Abuse in adults:

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

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

Sexual abuse includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

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

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

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

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

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

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

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

4. Recognising and responding to abuse

Signs of abuse in children

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They are abused most often by someone they know, except in the case of sexual abuse when abuse may take place from a range of people including via the internet.

The following signs may or may not be indicators that abuse has taken place, but the possibility

should be considered.

Physical Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries that occur to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention.
- Neglect – under nourishment failure to grow, constant hunger, stealing or gorging food, untreated illness, inadequate care etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc, which do not have an accidental explanation.
- Cuts/scratches/substance abuse.
- In the case of FGM talking of going or having gone on a holiday to parts of the world which practice FGM or talking about a ceremony where they will become 'a woman' or come of age.

Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- A child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- A child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Emotional Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression or extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden underachievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Neglect

- Undernourishment, failure to grow, constant hunger, stealing or gorging food.
- Untreated illness.
- Inadequate care etc.

Responding to a child who wishes to disclose abuse

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

- It is especially important to allow time and space for the person to talk.
- Above everything else listen whilst they are speaking.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (how unlikely the story may sound) by reflecting back words or short phrases they have used.
- Remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with additional communication needs, ensure there is someone appropriate available who can assist with the conversation.

Signs of abuse in adults at risk

The Care Act 2014, defines an 'Adult at Risk' as a person aged 18 years or over who:

1. Has needs for care and support
2. Is experiencing or is at risk of abuse or neglect, and
3. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

"Abuse is any act or failure to act which results in a significant breach of a vulnerable person's human rights, civil liberties, bodily integrity, dignity or general well being, whether intended or inadvertent, including sexual relationships or financial transactions to which a person has not or cannot validly consent or which are deliberately exploitative" The Council of Europe (2002)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and FGM.

Sexual abuse

- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse.
- Self-harming.

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.

Financial or material abuse

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidant care offered to the adult.

Organisational abuse

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

Self-neglect

- Hoarding inside or outside a property.
- Neglecting personal hygiene, dietary or medical needs.

What to do if you suspect that abuse may have occurred

You must report concerns as soon as possible to **Katie Kay (Safeguarding Coordinator)** who is nominated by the church trustees to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. They may also be required by conditions of the church Insurance Policy to immediately inform the Insurance Company. In the absence of the Coordinator, the matter should be brought to the Deputy Coordinator. **Ruth Gardiner (Deputy Safeguarding Coordinator)**

Safeguarding awareness

The Trustees 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 will receive safeguarding training. The Trustees will also ensure that children and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to allegations of abuse

- Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. If a child or adult at risk makes an allegation it is important that **a written note of what the individual has said is made and the procedures detailed below are followed. No guarantee should be made to keep any secrets and only non-leading questions should be asked. The written record should only include factual information ie. what was said opposed to opinion, should preferably be written on Hope Vineyard headed paper and written as soon after the allegation as is practically possible (ideally on the same day that it occurred). In addition the record should be timed and dated, and the individual making the record should sign it and state their role within Hope Vineyard.**
- The person in receipt of allegations or suspicions of abuse should **report concerns as soon as possible to the leader of the activity who will then speak to Katie Kay, Safeguarding Coordinator** (hereafter the "Safeguarding Coordinator") who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to statutory authorities.
- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to **Ruth Gardiner, Deputy Safeguarding Coordinator** (hereafter the "Deputy ")
- If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to Donna Bernard-Carlin, (hereafter the "Independent Trustee") then to thirtyone:eight, who can give advice regarding both adults at risk and children. Telephone 0303 003 1111. Alternatively contact Social Care or the Police.
 - Where the concern is about a child, the Safeguarding Coordinator should contact Children's Social Care. The local Multi-Agency Safeguarding Hub (MASH) is responsible for receiving safeguarding concerns about a child within both Oxford City and Oxfordshire. In office hours the phone number is 0345 050 7666. The Emergency Duty Team phone number is 0800 833 408 and is for urgent concerns out of office hours. The Police emergency telephone number is 999. In a non-emergency situation call 101.
 - Where the concern is regarding an adult at risk, contact Adult Social Care 0345 0507666, or for urgent concerns out of office hours, the Emergency Duty Team 0800 833 408. Alternatively complete a general public alerter form (<https://www.oxfordshire.gov.uk/cms/content/raising-safeguarding-concern-public>)
- Where required the Safeguarding Coordinator, Deputy or Independent Trustee, should then immediately inform the insurance company

- **Suspicions must not be discussed with anyone other than those nominated above. The written record of the concerns should be made in accordance with these procedures and kept in a secure place.**
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Care, the Police or from taking advice from thirtyone:eight.
- The Trustees will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Trustees hope that members of Hope Vineyard will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are at risk. The role of the Safeguarding Coordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect or emotional abuse

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

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

Allegations of sexual abuse

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

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

Detailed procedures when there is concern about an adult

Suspicions or allegations of physical or sexual abuse

If an adult at risk has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/ Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Care with regards to the process to follow with the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Non-recent (historic) abuse

Both children and adults may disclose abuse that is no longer occurring but happened at some point in the past. Sometimes individuals have known of their abuse for a long time but only recently felt able to talk about it or have only recently learnt of past abuse.

Firstly it must be established that there is no ongoing risk of abuse to the child or adult if they are an adult at risk. If there is concern then the steps outlined in the 'detailed procedures where there is concern about a child/adult at risk' should be followed and the DSL contacted. If there is no ongoing risk to the individual disclosing but there is concern that the alleged perpetrator may still have contact with children or adults at risk then the person disclosing should be supported to contact the police or local authority in the area where the abuse took place, regardless of how long ago the abuse occurred. The LADO responsible for that area should also be contacted. If the individual disclosing is unable to or unwilling to report the abuse then the DSL can report the abuse to the relevant authorities and the person disclosing abuse may remain anonymous.

If the non recent abuse involves a person associated with Hope Vineyard then the charity has an obligation to report this to the appropriate authorities however long ago the abuse occurred. The government's statutory guidance 'Keeping Children Safe in Education' in July 2015 stipulates that non recent abuse must be referred to the police and it is essential that other organisations, including churches and charities follow suit. This allows the police to establish whether crimes have been committed and helps ensure that other individuals are not put at risk. This is also obligated when the alleged perpetrator of the abuse has deceased. In this situation Hope Vineyard would also speak to the LADO for advice as well as seeking advice from the Charity Commission about making a Serious Incident Report.

5. Prevention

Safe recruitment

All those appointed to lead youth/children's activities in a voluntary capacity must be known by the Church Leadership and must be church members who have been in regular church attendance for at least six months prior to taking up their role and provide a reference. In the event that a person is moving to take up a specific position within the pastoral staff team, the individual concerned must be able to provide a reference from a previous church where they have been known to the Church Leadership and in regular attendance for at least one year.

Prior to appointment the applicant must complete an application form and must have an informal interview where safeguarding is discussed. This may also take place at an information or training evening. References may be obtained where appropriate. All those working with children and young people will be aware of their roles and responsibilities.

A Self Declaration Form will be required for all roles relating to children, young people or vulnerable adults (See Appendix 1). A Disclosure and Barring Service (DBS) check will be undertaken where appropriate. In particular, a DBS check will be required for roles where there is a responsibility for teaching children or young people, or for providing supervision of children and young people, since these activities are regulated under the Safeguarding Vulnerable Groups Act 2006², unless the role in question is only carried out under the supervision of an individual with a DBS check. We will comply with Code of Practice³ requirements concerning the fair treatment of applicants and the handling of information) and carry out checks in accordance with the Safer Recruitment: DBS Procedure (see Appendix 2).

The applicant will be given a copy of the safeguarding policy and relevant working documents and

² See <http://www.legislation.gov.uk/ukpga/2006/47/schedule/4>, Section 1 (1) and 2 (1) and 2(3(A)).

³ See <https://www.gov.uk/government/publications/dbs-code-of-practice>

will know how to report concerns.

All those working with children, young people or adults at risk will be expected to undertake training as necessary.

Management of workers – codes of conduct

As Trustees we are committed to supporting all workers and ensuring they receive support. The Trustees undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

6. Pastoral care

Supporting those affected by abuse

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of Hope Vineyard. **This will be provided/coordinated by Katie Kay (Church Leader).**

Working with offenders

When someone attending Hope Vineyard Oxford is known to have abused children, or is known to be a risk to adults at risk, the Senior Leaders (or trusted leaders to whom this responsibility is specifically delegated) will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults at risk, set boundaries for that person, which they will be expected to keep. The person will be asked to sign a contract agreeing with the boundaries that have been set, which would include being excluded from any of the children's activities or specific groups for adults at risk.

7. Safe working practice

As a church working with children, young people and adults at risk we wish to operate and promote good working practice in order to enable us to run activities safely, develop positive relationships and minimise the risk of false accusation.

Useful Links

- For further information on current legislation, procedural advice and links to agencies, our point of contact is thirtyone:eight, with whom Hope Vineyard Church Oxford has been a member since 2017.
 - Website: www.thirtyoneeight.org
 - Telephone: 0303 003 11 11
- Where the concern is about a child:
 - Multi-Agency Safeguarding Hub (MASH) 0345 050 7666.
 - Emergency Duty Team phone number is 0800 833 408 and is for urgent concerns out of office hours.
 - The Police emergency number is 999. In a non-emergency situation call 101.
- Where the concern is regarding an adult at risk:
 - Adult Social Care 0345 0507666
 - Emergency Duty Team 0800 833 408 for urgent concerns out of office hours.
 - Alternatively complete a general public alerter form:
(<https://www.oxfordshire.gov.uk/cms/content/raising-safeguarding-concern-public>)

Appendix 1

Self-declaration form

Confidential

Why do I need to complete this form?

A self declaration form is part of our safeguarding policy and helps us to make informed decisions about appointing people to positions of trust within the church. In certain roles, you may also be required to complete a DBS check. If this is required you will still need to complete this form, as it contains your consent for a DBS check to be carried out. The self - declaration form applies to both volunteers and paid members of the staff team.

All completed forms are treated in the strictest confidence by Katie Kay and Ruth Gardiner, who are responsible for safeguarding within Hope Vineyard. Access to it will be restricted to authorised people who need to see it as part of our safe recruitment process.

What are the outcomes and how do we make decisions?

With all of our decision-making, we primarily consider your suitability for the role for which you have applied/volunteered. Although the form is not a legally binding document it enables us to make informed decisions about your suitability for the role.

If you disclose information on this form, we may need to discuss it with you. If you have shared some information with us and we do not discuss it further with you, this means that we have decided that it is not relevant and should not be taken into account as part of the recruitment process. As part of assessing your application, we only take into account a criminal record and other information declared which is relevant to the post you are applying for. In accordance with the Equality Act 2010, we do not discriminate unfairly based on criminal convictions or any other information shared.

Data and Privacy Policy

General Data Protection Regulation (GDPR 2018) requires us to make you aware of how the information you provide will be used, particularly if it contains sensitive personal data. Be assured that any information provided on this form will be recorded in a confidential manner once it has been obtained. Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence. Any information on this form that needs disclosing will only be done to relevant, essential persons.

The information that you provide in this self-declaration form will be processed in accordance with GDPR and will be used in order to determine your continuing suitability for the relevant position. We will keep an electronic copy and once a decision has been made concerning your suitability, we will not retain this form for longer than necessary.

How to complete the form:

- Answer all the questions
- If you answer "Yes" to any of the questions, please provide full details in the space provided
- If you run out of space, please attach an extra sheet to continue if necessary.

Please return this form to Katie Kay or Ruth Gardiner. If you would like to discuss anything on the form with us further, please contact us.

Full Name:

Address:

Email:

Telephone Number:

Position Applied For:

Team Leader or Line Manager:

1. Do you have any convictions, cautions, reprimands or final warnings or are you at present the subject of criminal investigations or pending prosecution in the United Kingdom or in any other country? (You do not need to provide details of motoring offences purely related to speeding)

Yes

No

(if yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please give details of the caution, reprimand or final warning, including the date and reason administered)

2. Have you ever been or are you currently the subject of any police investigations in the United Kingdom or in any other country following allegations against you?

Yes

No

(if yes, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Police)

3. Have you ever been investigated by the Police or any other Investigatory Body resulting in a caution conviction or dismissal from your employment? (This includes Local Authorities, Banks, Insurance Companies, HMRC, Immigration and Border Agency etc)

Yes No

(If yes, please include details of the nature of the allegation made against you, and if known to you, any action to be taken against you by the police/Investigatory Body)

4. Are you aware of any previous child or vulnerable adult protection (safeguarding) enquires/allegations made against you, either recently or in the past?

Yes No

(if yes, please provide details)

5. Have you at any time had a child of yours or with whom you lived, placed on a Child Protection Register?

Yes No

(if yes, please provide details)

6. Are you banned from working with children or vulnerable adults?

Yes No

(if yes, please provide details)

7. If appointed to the role, do you give consent for a DBS (criminal records) check to be carried out? (If required for the role)

Yes No

Declaration (to be completed by all applicants)

1. I hereby declare that the above is accurate and complete
2. I authorise and agree to assist you in making enquiries of any relevant authority, if you consider it necessary, for the purposes of verifying the replies given in this declaration.
3. I agree to inform you if I am convicted of an offence after I have taken up the role within the organisation. I understand that failure to do so may lead to immediate suspension from my role (paid or unpaid) for the organisation and/or the termination of my services
4. If I am appointed to a role, I agree to abide by the policies and procedures relevant to my role including the Code of Conduct and Safeguarding Policy and Guidelines.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or willful omissions may lead to immediate suspension from my role for the organisation or the termination of my services.
6. I understand and agree that if you withdraw permission for me to engage in a role that is regulated, or would have done so if I had not resigned, retired, been made redundant or been transferred to a position which is not regulated, you will pass on the Disclosure and Barring Service any relevant information. This may be the result of me having met certain criteria such as: having harmed a child or vulnerable adult; representing a risk of harm to a child or vulnerable adult or received a caution or conviction for a relevant offence. If these conditions have been met the information MUST be referred to the DBS.
7. I understand that you will not reveal this information to any other organisation or individual unless circumstances suggest that the protection of a child or vulnerable adult requires immediate disclosure. I understand that, if practicable and you are legally able to do so, you will alert me to such possible disclosure and I will be invited to comment.

Signature

Name

Date

Appendix 2

Safer Recruitment: DBS procedure

As a church working with children, young people and adults at risk we wish to operate and promote good working practice in order to enable us to run activities safely, develop positive relationships and minimise the risk of false accusation.

As an organisation using DBS to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the DBS Code of Practice⁴ and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.

A Disclosure is only requested if relevant for the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for an interview to provide details of any criminal record at an early stage in the application process, via a self declaration form. We request that this information is sent separately and in confidence to the Recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.

Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

Every person under-going a DBS check will be made aware of the DBS Code of Practice and a copy will be available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

Recruitment of Senior Leaders/ Licenced Senior Pastor (LSP)

With reference to VCUK&I By-laws, clause 14 (II) (f) for the purposes of safeguarding and protecting children and vulnerable adults, prior to an appointment as a Licensed Senior Pastor 'LSP', the individual must obtain a satisfactory enhanced DBS disclosure in England & Wales, in order to retain/obtain their accreditation as a LSP. Their DBS (or equivalent check) should be clean from any blemish that following assessment, is deemed unsuitable by VCUK&I and updated via the Update Service when necessary.

In the event of an unsuitable DBS certificate being produced to a LSP, VCUK&I holds an absolute right of retention and/or withdrawal and/or refusal of the accreditation/licensing of that person. This

⁴ See <https://www.gov.uk/government/publications/dbs-code-of-practice>

will depend on the nature of the conviction and the time convicted (i.e. pre- conversion or during ministry)

In the event of any blemish that following assessment is deemed unsuitable by VCUK&I (including spent convictions, for the purposes of licensing LSPs) VCUK&I holds an absolute right to refuse and/or withdraw licensing from the Senior Pastor.

It is the responsibility of LSPs to provide VCUK&I with a copy of their DBS certificate. Each LSP is required to disclose their certificate to VCUK&I financial and legal office, and also to the trustees of the church where the LSP serves and the LSP's Overseer as a matter of good practice.

VCUK&I will then discuss the details of the blemish with the applicant. In such circumstances, VCUK&I will need to undertake a risk assessment, taking account the criminal record supplied and the nature of the ministry undertaken by the LSP to arrive at a decision about managing any identified risk and reviewing the LSP's license. VCUK&I reserves the right (which may be exercised in their unfettered discretion) to temporarily revoke the license of the LSP pending investigation of the blemish. In most cases, decisions about the retention and on-going accreditation of the LSP will be strictly and thoroughly considered. If after investigations the findings are that the blemish means the LSP is deemed to be unsuitable, the temporary revocation will become permanent. If the investigation proves the LSP is suitable for ministry, the temporary revocation will be lifted.

To comply with the above, each LSP should subscribe to the DBS update system within 14 days of their DBS certificate being issued. Each LSP is required to sign and return the consent forms posted/emailed to them to provide VCUK&I with the authority (once and for all) to access their update system in order to update their DBS certificate as and when necessary. Each senior pastor will automatically be notified of such updates. Refusing to do so will automatically result in LSP's accreditation by VCUK&I being revoked.

Recruitment of volunteers to a position of trust

A volunteer shall be considered to be in a position of trust if they are supervising, teaching or influencing children, or if they are (working directly with vulnerable adults), since these constitute regulated activities. All those in a position of trust are subject to a DBS check. Additionally volunteers should meet the requirements set out in Section 5 of the Safeguarding Policy. Volunteers will be encouraged to register their DBS with the update service within two weeks of receiving their certificate