



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, CIO)

Registered CIO 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 employed workers who come into regular contact with Children and/or Vulnerable families, and we will regularly review the operational guidelines attached.
- That where it is within the Charity's control, 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 Lead(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 Multilation (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 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.

- **Spiritual abuse - Note - see Adults Section for Definitions of Spiritual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, and is regardless of 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 include 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.

Spiritual abuse Spiritual abuse is a form of emotional and psychological abuse which affects children and adults. It is characterised by a systematic pattern of coercive and controlling behaviours in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it.

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.
- **Spiritual abuse - Note - see Adults Section for signs of Spiritual Abuse**

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 anything else, listen whilst they are speaking.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however 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 and abuse

- 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.
- Controlling or coercive behaviour (As per S.76 of the Serious Crime Act 2015).

NOTE: The victim and the perpetrator have to be personally connected, so it could be different family members not solely intimate partners. Given the current amendment to the legislation, which removes the cohabitation requirement, the parties may not be living together at the time of the abuse.

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.

Spiritual abuse

- Misusing scripture to coerce behaviour.
- Coercing through censorship.
- Requiring unquestioning obedience.
- Enforced accountability.
- Exclusion or isolation.
- Exploitation and manipulation.
- Public shaming and humiliation.
- Threats of spiritual consequences.
- Inappropriate mentoring relationships.

What to do if you suspect that abuse may have occurred

You must report concerns as soon as possible to the relevant **Delegated Area Safeguarding Lead** (see below 'responding to allegations of abuse' for details of who to contact) or such other person who may be responsible in their absence. The DASL are 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 DASL, the matter should be brought to the Designated Safeguarding Lead **Hannah Brown (DSL)**, or such other person who may be responsible for safeguarding in their absence.

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 employed workers and relevant volunteers will receive safeguarding training. The Safeguarding Lead 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 raised 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 as 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.**

Who to contact?

- 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 the relevant Delegated Area Safeguarding Lead (hereafter 'DASL')**. The responsible DASL 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.
 - For matters relating to **Hope Vineyard Church**, the report should be made to **Jen Trantom** (safeguarding@hopeoxford.org - 07403041135), who is the DASL responsible for church matters (hereafter the "**DASL for Hope Church**").
 - For matters relating to **Hope Projects (eg Small Steps, or Student Outreach, or other Hope Initiatives in the community)**, then the report should be made to **Katie Kay** (katie.kay@hopeoxford.org - 07870 675830), who is the DASL responsible for Hope Projects outside of the church (hereafter the "**DASL for Small Steps and Student Outreach**")
 - In the absence of the responsible DASL or, if the suspicions in any way involve the DASL, then the report should be made to **Hannah Brown** who is the **Designated Safeguarding Lead (DSL)**. Hannah can be contacted either via the other DASL or % trustees@hopeoxford.org if that is preferable, and they will contact Hannah..
 - If the suspicions implicate both the DASL and the DSL, then the report should be made in the first instance to the trustees for attention of **Donna Bernard-Carlin**, (trustees@hopeoxford.org) (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 if matters are urgent.

What will happen?

- Where the concern is about a child, if indicated and in consultation with the DSL or relevant advice service, the DASL will 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.
- If indicated and if the concern is regarding an adult at risk, the DASL will contact Adult Social Care 0345 0507666, or for urgent concerns out of office hours, the Emergency Duty Team 0800 833 408. The Police can also be contacted in emergencies as above.
- Alternatively in non-urgent situations , this information can be shared by completing a general public alerter form
 - For members of the public reporting in relation to children: <https://myehportal.oxfordshire.gov.uk/web/portal/pages/mopsafeguard#hl>
 - For members of the public reporting in relation to adults: www.oxfordshire.gov.uk/residents/social-and-health-care/adult-social-care/reporting-concern
- Where required the DASL, DSL, or Independent Trustee, should then immediately inform the insurance company
- Suspicions must not be discussed with anyone other than those nominated above or those in supervising roles, and is on a need to know basis. 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 DASL or DSL, the absence of any of these should not delay referral to Social Care, the Police or from taking

advice from thirtyone:eight.

- The Trustees will support the DASLs and DSL in their roles, 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 safeguarding agencies or seek advice from thirtyone:eight, although the Trustees hope that members of Hope Vineyard will use the procedure outlined in this policy. If, however, the individual with the concern feels that the DASLs or DSL have not responded appropriately, or where they have a disagreement with any of these people 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 DASLs and DSL 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 DASLs and DSL 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 health professionals 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 DASLs and DSL will:

- Contact Children's Social Care for children and families or the 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

Suspicious or allegations of physical or sexual abuse

If an adult at risk has a physical injury or symptom of sexual abuse the DASLs and DSL 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 (Ambulance/Police), 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 DSL, 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 Safeguarding Lead 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 DASLs and 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 'Working Together, 2018' (with a specific section on faith-based organisations pages 73-74) and '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).

See DBS & Safer Recruitment Policy ([DBS & Safer Recruitment Policy](#)) for further information regarding use of self-declaration forms and procedure for DBS checks for new volunteers/ employees.

The applicant will be given a copy of the safeguarding policy and relevant working documents and will know how to report concerns.

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>

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' legislation written within the Sexual Offences Act, 2003, 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 with a child under 18, or an adult at risk.

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 Hannah Brown (DSL).

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 (see 'Keeping Everyone Safe Agreement' appendix 2).




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. In addition to this policy, risk assessments for each activity include consideration of safeguarding risks, which may include how to provide acceptable supervision or mitigate risks related to individuals, people groups, and the environment.

For useful phone numbers and links, please see appendix 1.

Appendix 1: Useful Links:

- Local contacts at Hope Vineyard Oxford:

 <p>Jen Trantom Delegated Area Safeguarding Lead (DASL) Hope Vineyard Church Oxford</p> <p>07403 041135 safeguarding@hopeoxford.org</p>	 <p>Katie Kay Delegated Area Safeguarding Lead (DASL) Small Steps, Student Outreach and other Hope Projects</p> <p>07870 675830 katie.kay@hopeoxford.org</p>	 <p>Hannah Brown Designated Safeguarding Lead (DSL) Oversees both DASLs <i>(*If for any reason you want to contact Hannah without going through Jen or Katie, one of our trustees will put you in touch)</i></p> <p>% trustees@hopeoxford.org *</p>
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- Where the concern is about a **child**:
 - Multi-Agency Safeguarding Hub (MASH) call: 01865 519800 or complete this public alerter form: <https://myehportal.oxfordshire.gov.uk/web/portal/pages/mopsafeguard#h1>
 - If an immediate response from Children's Social Care is required during office hours call 03450507666
 - 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: www.oxfordshire.gov.uk/residents/social-and-health-care/adult-social-care/reporting-concern
- 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
- For Vineyard Churches UK and Ireland (**VCUKI**) **National Safeguarding Team**, support and advice can be sought from using the phone number/ email (Monday to Friday, 9am to 5pm):
 - 01482 462 690
 - safeguarding@vcuki.org.uk

Appendix 2: Useful forms:

- Incident & Near-Miss Form (Inc. Safeguarding)
 - [Incident & Near-Miss Form \(Including Safeguarding\)](#)
- Keeping Everyone Safe Agreement
 - [Keeping Everyone Safe Agreement](#)
- Self-declaration form
 - [Hope Vineyard Self Declaration Form](#)

Appendix 3: Relevant Linked policy:

- DBS (Safer Recruitment) Policy:
 - [DBS & Safer Recruitment Policy](#)