

Safeguarding is everyone's responsibility

**Stour Valley**  
**Vineyard Church**  
**VOLUNTEER SAFEGUARDING**  
**GUIDLINES**

## Organisational Information

<b>Organisation name:</b>	Stour Valley Vineyard Church (SVV)
<b>Address:</b>	Suite 1& 2 Sudbury Business Centre Milner Road Chilton Industrial Estate Sudbury CO10 2XG
<b>Telephone:</b>	01787 377 670
<b>General email:</b>	office@stourvalleyvineyard.org
<b>Senior Safeguarding Lead (SSL)</b>	Ben Jones
<b>SSL email:</b>	<a href="mailto:Safeguarding@stourvalleyvineyard.org">Safeguarding@stourvalleyvineyard.org</a>
<b>Safeguarding Trustee</b>	Malcolm Buckland
<b>Trustee email:</b>	malcolm@stourvalleyvineyard.org

### Our Commitment

The trustees of SVV recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults 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.” As trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

## Safeguarding is everyone's responsibility

### Responding to Allegations of Abuse

**Safeguarding is everyone's responsibility**; this applies to safeguarding both adults and children.

There needs to be clear and agreed procedures for responding to concerns about children, young people and adults. All those that work with them need to respond appropriately, in a timely manner and the process needs to be communicated to SVV.

Documenting a concern

If there is a concern that a child, young person or adult may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Makes notes as soon as possible (preferably within one hour of the individual's disclosure) that include a description of any injury, its size, and if possible, a drawing of its location and shape on the individual's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.  
Write down any action taken and keep all handwritten notes even if subsequently typed up.
- Workers need to share with the SSL any concerns that they may have and any clear allegations that have been made to them by, or about, children, young people and adults.
- **Sharing 'gut feelings' at an early stage, may assist in helping those who need it.**

***Remember, someone becoming quiet and withdrawn does not automatically mean that they are being harmed. But by sharing your concern about them with your Safeguarding Lead, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.***

Questions such as 'you seem a bit quiet today. Can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them.

## Safeguarding is everyone's responsibility

### Identifying Abuse (Children & Young People)

The following signs **could** be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### Physical

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches/substance abuse\*.<sup>1</sup>

#### Sexual

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- 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.
- Eating disorders - anorexia, bulimia\*.

#### Emotional

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

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### Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, Inadequate care.

### Spiritual Abuse

Spiritual Abuse is linked with other forms of abuse, and could be defined as an abuse of power, often in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

## Identifying Abuse (Adults)

### Identifying an adult at risk

An adult at risk of harm is a person aged 18 or over, **whose exposure to harm through abuse, exploitation or neglect** may be increased by their personal characteristics or life circumstances.

Their personal characteristics **may** include:

- age
- physical or mental disabilities
- special educational needs
- any illness, mental or physical they may have

Their life circumstances **may** include:

- isolation or loneliness
- finances and work
- living conditions

### Identifying adult abuse

It is abuse when someone misuses their power or control over another person, causing harm or distress. The abuser could be in a close relationship with the adult at risk. They could be someone the adult at risk depends on and trusts.

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An abuser could be a:

- partner
- relative or other family member
- person entrusted to act on behalf of the adult in some aspect of their affairs
- service or care provider
- neighbour
- health or social care worker or professional
- employer
- volunteer or another service user
- person or people who have no previous connection to the victim

Physical abuse

Physical abuse is physical force or mistreatment of one person by another which might or might not cause physical injury. This type of abuse includes:

- hitting
- pushing
- rough handling
- exposure to heat or cold
- force feeding
- improper administration of medication
- denial of treatment
- misuse or illegal use of restraint
- not being allowed to go where you wish, when you wish

Signs of physical abuse are:

- fractures
- bruising
- burns
- pain
- marks
- not wanting to be touched

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Psychological or emotional abuse

Psychological or emotional abuse is harmful behaviour that can cause mental distress. It can involve both verbal and non-verbal abuse which can scare, humiliate and isolate a person. This may include:

- threats
- humiliation or ridicule
- provoking fear of violence
- shouting, yelling and swearing
- blaming
- controlling
- intimidation
- coercion

Signs of psychological or emotional abuse are:

- being withdrawn
- too eager to do everything they are asked
- showing compulsive behaviour
- not being able to do things they used to
- not being able to concentrate or focus

Financial abuse

Financial abuse happens if someone tries to steal, steals or defrauds you of your money, goods or property. This includes:

- exploitation
- embezzlement
- withholding pension or benefits
- exerting pressure around wills, property or inheritance

Signs of financial abuse are:

- having unusual difficulty with finances
- not having enough money
- being too protective of money and things they own
- not paying bills
- not having normal home comforts

## Safeguarding is everyone's responsibility

### Sexual abuse

Sexual abuse is unwanted sexual activity or sexual behaviour that happens without consent or understanding.

Sexual violence and abuse can be physical contact or non-contact sexual activities, such as:

- indecent exposure
- stalking
- grooming
- forced to look at or be involved in producing sexually abusive material
- forced to watch sexual activities

Possible signs are:

- genital itching, soreness or having a sexually transmitted disease
- using bad language
- not wanting to be touched
- behaving in a sexually inappropriate way
- changes in appearance

### Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult at risk by a regime or individuals. It takes place within settings and services that adults at risk live in or use, **including any organisation**, in or outside the Health and Social Care sector.

Institutional abuse may occur:

- when routines, systems and regimes result in poor standards of care
- when poor practice and behaviours are in place
- within strict regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm
- within a culture that denies, restricts or curtails privacy, dignity, choice and independence

Possible signs are:

- the person has no personal clothing or belongings
- there is no care plan for them
- they are admitted often to hospital
- professionals and volunteers having treated them badly or unsatisfactorily or acting in a way that cause harm to the person

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### Identifying neglect

Neglect occurs when a person deliberately withholds, or fails to provide, suitable and adequate care and support needed by another adult. It may be through a lack of knowledge or awareness, or through a decision not to act when they know the adult in their care needs help. It may impair the health or well-being of an adult.

Possible signs are:

- having pain or discomfort
- being very hungry, thirsty or untidy
- failing health

### Identifying exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exploitation comes in many forms, including:

- slavery
- being controlled by a person or a group
- forced labour
- domestic violence and abuse
- sexual violence and abuse
- human trafficking

### Spiritual abuse

Spiritual Abuse is linked with other forms of abuse, and could be defined as an abuse of power, often in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

## Safeguarding is everyone's responsibility

Recognising signs of harm or abuse

You might become aware that an adult is at risk of harm when:

- you see or hear something
- they tell you about abuse, exploitation or neglect happening to them
- a friend, family member or somebody tells you something that causes you concern
- you notice injuries or physical signs that cause you concern
- you notice the victim or abuser behaving in a way that alerts something may be wrong

### SVV Safeguarding Code of Conduct

All staff and volunteers are reminded that they have been placed in a position of trust and responsibility and must act in accordance with this code of conduct when carrying out their work.

- DO treat all individuals equally with respect and dignity –offensive, discriminatory or aggressive behaviour will not be tolerated.
- DO understand your role in any policies and procedures e.g. child protection, health and safety –be clear about what you should do if a concern about the safety or welfare of an individual arises.
- DO co-operate fully with other volunteers and professionals.
- DO consistently display high standards of behaviour and appearance.
- DO show respect for all people and treat them how you would want to be treated yourself.
- DO understand that inappropriate behaviour will be followed up by the SVV Senior Safeguarding Lead [SSL] in consultation with Suffolk M.A.S.H. and other agencies.
- DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to the SVV SSL. Do remember that you are in a trusted role and must maintain professional boundaries with all individuals that you work with.

There are a number of things that you must ensure do not happen whilst you are working or volunteering for this organisation:

- Never spend time alone with children out of sight of others. Never take or drop off a child alone unless you are following agreed procedures.
- safeguards in place.
- Never take children or young people to your home.
- Never engage in rough, physical or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a person.

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- Never make sexually suggestive comments.
- Do not allow allegations made by an individual to go unchallenged, unrecorded or ignored.
- Never make a child cry as a form of control.
- Do not do things of a personal nature for children or adults that they can do for themselves.
- Do not contact children individually via any social media (including mobile phones).
- Don't make promises that you cannot keep.
- All allegations or disclosures must be reported to the SVV SSL.

## Anti Bullying Policy and Procedures

The Anti-Bullying Alliance defines bullying as:

*The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.*

Procedures

- Report the bullying incident to leaders.
- Ensure that details are carefully checked before action is taken.
- In all cases of bullying, the incidents should be recorded by the leader.
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if leaders are satisfied there is no bullying/abuse going on at home that might exacerbate the situation.
- If it is thought that an offence has been committed, consideration should be given to contacting the Police.
- The bullying behaviour or threats of bullying must be investigated and stopped quickly.
- Help should be offered to help the bully address his/her behaviour.

Outcomes

- The leader involved in dealing with the incident should issue a warning to the child concerned.
- An apology should be given by the child who has bullied another.
- If possible, those involved will be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place.
- After the incident(s) have been investigated parents/carers should be informed of the action taken.
- All incidents must be reported to the safeguarding team.

## Contact numbers for both Adults and Young People's Services in Suffolk:

Suffolk Multi-Agency Safeguarding Hub (MASH) on 0345 606 1499

If you are concerned about an immediate risk call Customer First on 0808 800 4005.

In an emergency, call the Police on 999.

Online reporting in Suffolk:

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding>

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

For an independent national helpline:

Thirtynine:eight      0303 003 1111