



# **New Wine Safeguarding Policy January 2022**

**To be read in conjunction with:**

**NW Practice Guidelines**

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## Policy Statement

New Wine is a Registered Charity, with its aim being to release Spirit-filled disciples through the local Church.

### **Mission Statement**

New Wine (NW) recognises the importance of ministry to children and young people and adults and its responsibility to protect and safeguard the welfare of the most vulnerable in our communities. NW believes that safeguarding is central to our Gospel Mission and should be integral to all aspects of our work with children, young people and adults who are entrusted to NW's care at the various events that NW puts on throughout the year.

This Policy and the accompanying Procedures apply to all activities associated with NW and includes all children, young people, or adults, whether as members of Team, delegates or others connected to events run by NW. In line with the Children Act 1989 and the notes of guidance on safeguarding children, the terms 'child' or 'children' applies to all those under the age of 18.

This Policy and the accompanying Procedures apply to all adults who need protection, whether or not they have a recognised vulnerability, as defined under the Care Act 2014 and its accompanying guidance. NW acknowledges that any adult may be vulnerable from time to time or consider themselves to be vulnerable at a particular point in time. NW acknowledges that crucial to any assessment of harm is a knowledge and sensitivity to racial, cultural, and religious aspects, with consideration that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be factored in, it is also important to remember that all children and adults in need of protection have basic human rights. Differences in culture, child rearing or care practices or religious persuasion do not justify abuse.

As part of its mission, NW is committed to:

- Valuing, listening to and respecting children, young people and adults as well as promoting their welfare and protection.
- Safe recruitment, supervision, and training for all who come into contact with children, young people, and adults.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging, supporting, and empowering individuals, parents, and carers.
- Supporting all those affected either directly or indirectly by abuse.
- Maintaining good links and sharing relevant information with the statutory agencies and other organisations.

### **New Wine Safeguarding Policy**

NW recognises the need to provide a safe and caring environment for all, but this is especially important for the most vulnerable in our communities. NW also acknowledges

that children, young people, and adults in need of protection can be victims of all forms of abuse, including spiritual abuse within a church context. NW has therefore adopted the procedures set out in this document (hereafter “the policy”), to help all those engaging with children, young people, and adults. The Policy applies equally to children and young people who are on Team and situations where Team members are mixed age. All forms of abuse are associated with the misuse of power and the absence of a relationship built on mutual respect. NW accepts that abuse to others may be perpetrated by organisations as well as individuals where they fail to act in a manner that promotes the welfare and protection of others. NW also recognises the need to build constructive links with statutory and voluntary agencies involved in the protection of children and adults in order to achieve the highest standards in safeguarding.

All Team must accept that the welfare of the child is paramount. NW’s aim is for all those who have direct contact with children, young people, and adults in need of protection to have completed an Enhanced records check, in accordance with the guidelines produced by the Disclosure and Barring Service (DBS). NW is committed to on-going safeguarding training for all children/youth workers and those who minister to adults. NW will review annually the operational guidelines attached to ensure they comply with changes to legislation and good practice guidance issued nationally.

NW also undertakes 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 position of trust continues.

NW accepts that where any safeguarding concerns are identified, NW will cooperate fully with the statutory agencies responsible for the investigation of all safeguarding matters. When a safeguarding concern comes to the attention of NW, a record of the concern will be made and retained in accordance with national guidance on the retention of safeguarding records.

### **Policy Ownership**

NW recognises that where workers from other churches/organisations are joining a NW event, there is a need for clarity regarding all safeguarding because churches/organisations have their own policies and procedures. It is expected that all sending churches recognise that NW’s Safeguarding Policy, as outlined in this document, will take precedence and the Designated Safeguarding Lead will be available for consultation regarding any safeguarding matters.

This policy will be reviewed annually by the New Wine Trustees.

Signature	
Print Name	
Position	
Date	

# Section 1 - Safeguarding Structure

## Introduction

The protection and safety of those who are vulnerable is central to our Gospel Message of serving and responding to those in need. Children and adults in need of protection are amongst the most vulnerable as they are often without a voice or powerless to act on their own. In drawing up these procedures and practice guidelines for working with children and adults, New Wine (NW) has referred to statutory guidance such as Working Together 2018, Care Act Guidance 2014, Safe From Harm and other accompanying guidance to legislation, relating to safeguarding. Full references are available in Chapter 6.

## Key Definitions

**Child or Young Person:** Anyone under the age of 18 years is legally defined as a child. Therefore, throughout these procedures the terms child and children are used to cover all those under the age of 18 years.

**Adults in need of protection:** In line with the Care Act 2014, NW recognises that we should use the generic term “Adult” and not label some as vulnerable.

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:

- has needs for care and support (whether the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect, and because of those care and support needs,
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Care and support is the mixture of practical, financial, and emotional support for adults who need extra help to manage their lives and be independent - including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support include assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include a care home, home care, personal assistants, day services, or the provision of aids and adaptation.

## Key Personnel

The Trustee board has overall responsibility for safeguarding at New Wine, this is delegated out to the Executive Director (Jules Morgan) and the Designated Safeguarding Lead (Jocelyn Cervera). Together they are responsible for implementing the Safeguarding Policy and responding to concerns. All concerns can also be reported via email to **[safeguarding@new-wine.org](mailto:safeguarding@new-wine.org)**.

### **New Wine Designated Safeguarding Lead (DSL)**

The role of the DSL is ensuring the safety and wellbeing of children, young people, and adults in need of protection who are involved with New Wine as delegates, volunteers, or employees. This includes:

- Developing, implementing, and reviewing New Wine's safeguarding policies and procedures.
- Overseeing training and development of all New Wine employees and volunteers.
- Reviewing all concerns about a child, young person, or adult.
- Reporting, storing, and retaining child and adult protection records following New Wine's policies and procedures.

### **Children's and Adult Safeguarding Leads at United, Sixty-One & Luminosity**

The roles of the Children's and Adult Safeguarding Leads include:

- Establishing contact with the New Wine Designated Safeguarding Lead, Thirtyone:eight plus other key statutory agencies and organisations as appropriate.
- Ensuring that Safeguarding Policy and procedures are followed at United, Sixty-One and Luminosity.
- Maintaining accurate records relating to any safeguarding concerns that emerge at a NW event and provide the New Wine Designated Safeguarding Lead with a report within 2 weeks of a NW event.
- Be involved in the development and delivery of appropriate safeguarding training

## Section 2 – Recruitment and Management of Workers

### Safer Recruitment Process

- All Team must complete an application form, providing details of referees.
- NW reserves the right to make any character checks it feels are necessary.
- Team whose role requires a DBS check will be asked to complete a self-declaration form, as well as whether they have ever been the subject to criminal or civil proceedings, and whether they have caused harm to children or adult in their care or put them at risk. (This allows an applicant to withdraw from the recruitment process before confidential details are shared with NW.)
- Those who wish to proceed and who need a DBS check will not be allowed to take up their role until a satisfactory certificate is seen by NW.
- All information received concerning criminal records checks will be kept securely and destroyed in accordance with the DBS guidelines.
- A check with records held by NW may be undertaken and discussion held with the New Wine DSL and the Children's or Adult Safeguarding Leads, as to a person's suitability to be on Team.
- Where previous concerns have been noted, a Confidential Alert Form should have been completed and retained by the Designated Safeguarding Lead.
- Those wanting to assist with special needs delegates must be 18 years or older and will have a DBS certificate for working with either children and/or adults.

### Disclosure and Barring Checks

The DBS provides voluntary agencies with additional information to help assess the suitability of a potential worker. The DBS in England and Wales enables organisations to check information held on the Police National Computer (PNC), local police records and, where appropriate, confidential lists held of those who have been barred from working with children and/or adults. The information supplied by the DBS is treated in the strictest of confidence and only disclosed to others within NW where it is needed to protect children or adults.

### Young Team

- Young leaders (under 18s) will complete a young person's application form and we follow safer recruitment guidelines.
- Where this is agreed the young leader will be supported, and their work monitored so that they are not placed in a position of undertaking any duties which they are not fully equipped to complete well. Leaders under 18 must be the responsibility of a named adult on site and never be in a position where they are providing unsupervised care of children.
- DBS checks will not normally be required and cannot be completed for anyone under the age of 16 years.

- Where possible, it is good practice to have at least a 4-year gap between the age of the Team member and the children with whom they are working.

## Support, Supervision & Training

NW will ensure all Team members working with children or adults are appointed, trained, supported and supervised in accordance with the principles set out in government guidelines, the DBS, and general good practice guidelines on the safe recruitment of staff.

## Removal from team on site

The decision to remove someone from a Children or Youth Team must be made with the Head of Children's or Youth Ministry.

Where a member of Team has been removed from Team duties due to their behaviour, a report will be completed by the Children's or Adult Safeguarding Lead and sent to the NW DSL as soon as possible – [safeguarding@new-wine.org](mailto:safeguarding@new-wine.org). The report will be retained by the NW Office for future reference.

Where their conduct brings into question their suitability to work with children or adults, advice will be obtained from Thirtyone:eight as a referral may need to be made to the DBS to consider whether the individual should be barred. If the matter has been referred to a statutory agency, the NW DSL must be informed.

Where a member of Team is required to leave site, this should be discussed with the Head of National Events (who holds the role of Events Safety Officer) and the DSL.



## Section 3 – Operational Policy

### Known Offenders and those assessed as posing a risk to others

Where a blemished DBS application is identified through the recruitment process, a risk assessment should be completed by the NW DSL to establish the level of risk and a decision made of their suitability for Team. This will be treated as confidential information and only shared with agencies as required.

Where an application is declined on safeguarding grounds, the reasons should be explained to the applicant (and backed up in writing) by the NW DSL. NW will retain a record of any decision made for future reference in accordance with the record retention policy.

A delegate who is a Registered Sex Offender (RSO) who wishes to attend must meet certain criteria as outlined in New Wine's Practice Guidelines. If a RSO is identified at the event, then the DSL and Head of National Events should be notified immediately.

### Keeping Records

#### Importance of accurate record keeping.

NW requires each venue to use a Logbook system for all activities designed for children and adults in need of protection. These are vital for the purposes of safeguarding and insurance.

Team should record in the relevant logbooks or forms:

- Attendance registers of children
- Visitors not on team
- Consent for activities (should be gained prior to the event unless it is a separately organised activity during the event which requires additional consent)
- Safeguarding Concerns (See Section 4)
- Lost children
- Accidents

In the event of an accident, the child (subject to their age) and their parents / carer should be asked to read and sign the accident/incident form. Adults in need of protection or their carers should also be asked to read and sign the accident/incident form as appropriate.

All logbooks and forms will be available from the Team Leader of relevant venues.

### Prayer Ministry

Praying with delegates is an important part of New Wine's ministry but we acknowledge that this can be an area of concern if guidelines are not followed. Details on how to pray safely and appropriately can be found in our **Practice Guidance Handbook**.

Due to the extra vulnerabilities in the Children's venues and 'Access', only safely recruited and trained workers will pray with delegates.

## Section 4 - Responding to Concerns or Allegations of Abuse

### Recording Notes

The worker/volunteer should make notes within one hour of the child or adult talking to you. The following should be recorded:

- Date, time, and location of when you received the disclosure
- What they say (using their words)
- When they said it
- What you said in reply
- What was happening immediately beforehand (e.g., a description of the activity)
- Whether they have told anyone else

Keep all hand-written notes, even if subsequently typed. Such records should be kept securely and passed to the Children's or Adult Safeguarding Lead as soon as possible. Don't forget to sign your record. If notes have been recorded electronically then a cause for concern form needs to be completed asap and the record signed.

### Specific Actions Checklist

Under no circumstances should any Team carry out their own investigation into an allegation or suspicion of abuse. Some information may need to be gathered so that those responsible for investigating can do their role, but this should only be gathered with the agreement of the person responsible for safeguarding at the time. Therefore, the person in receipt of safeguarding information will do the following:

- Ask questions to clarify facts only – do not ask leading questions
- When the child or adult has finished telling you their account, reassure them that they were right to tell you, and that you have taken what they said seriously. Tell them what it is that you intend to do next. Keep them informed of your actions.
- Pass on your concern and notes as soon as possible to your team leader.
- In the absence of a Children's or Adult Safeguarding Lead, or if the suspicions in any way involve the Children's or Adult Safeguarding Lead, then the report should be made to the New Wine DSL ([safeguarding@new-wine.org](mailto:safeguarding@new-wine.org))
- If the suspicion involves all the aforementioned, then please contact New Wine's Executive Director (Jules Morgan) or Thirtyone:eight.
- Suspicions must not be discussed with anyone other than those nominated above and the Team Leader.
- A written record of the concerns must always be made in accordance with NW procedures and kept in a secure place.

It is, of course, the right of any individual as a citizen to make a direct referral to a child or adult protection agency or seek advice from Thirtyone:eight, although NW hope that this procedure will give confidence that other routes of referral which bypass these procedures will not be needed. If the individual with the concern feels that their concern has not been responded to appropriately, or where they have a disagreement with the

Children's or Adult Safeguarding Lead as to the appropriateness of a referral, they are free to either contact the New Wine DSL or an outside agency direct. We hope by making this statement that NW demonstrates transparency and openness and their commitment to effective safeguarding arrangements.

## Allegations of Abuse

**If information suggests that a child may have been the victim of physical injury, neglect, or emotional abuse the Safeguarding Leads will:**

- Contact Children's Social Services or Thirtyone:eight for advice in all cases of deliberate injury, if they are concerned about a child or adult's immediate safety or if a child or adult is afraid to return home.
- **NOT** inform parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the medical team of any suspicions.
- For concerns such as poor parenting or the level of care provided, encourage the parent/carer to seek help from their local church, GP, Health Visitor or Social Care Department, but not if this places the child or adult at risk of further harm.
- Where the parent/carer is unwilling to seek help, contact the Thirtyone:eight for advice and to decide on whether to refer the matter to the Local Authorities.
- Where advice is obtained from Thirtyone:eight, confirm their advice in writing, and it is important that any advice given is followed. If a decision is made not to follow the advice that has been given, then the reason for not doing so must be clearly recorded and retained for future reference and passed to the New Wine Designated Safeguarding Lead as soon as possible.

**If information suggests that an adult in need of protection has been the victim of physical, sexual, organisational, financial, discriminatory or domestic abuse, neglect, self – neglect, forced marriage or modern slavery, the Safeguarding Leads will:**

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained serious injury, contact the Emergency Services, informing them of any suspicions.

**If there is a concern regarding spiritual abuse, the Safeguarding Leads will:**

- Identify support services for the victim i.e., counselling, or other pastoral support.
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

**If there are allegations of abuse against a person who works with adults with care and support needs, the Safeguarding Leads will:**

- Inform the Police and the DSL immediately to facilitate removal from site.
- Liaise with Adult Social Services to take further action
- Make a referral to the DBS following advice of Adult Social Services.

The Care Act places the duty upon Adult Social Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not New Wine or the sending church.

## Allegations of Sexual Abuse

**In the event of allegations or suspicions of sexual abuse of a child, the Safeguarding Leads will:**

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protected Team direct. 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 to contact Children's Social Services/ Police. All advice given must be confirmed in writing for future reference.
- If the information suggests the perpetrator came onto site, the Police and the DSL must be informed immediately.

**If an accusation is made against a worker (volunteer or paid member of staff) who works with children, then, in addition to following the relevant procedure outlined above, the Safeguarding Leads must:**

- Inform the Police and the DSL immediately to facilitate removal from site.
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

## Support for those affected by Abuse

Dealing with an allegation of abuse can be distressing for the survivor, the Team member dealing with the disclosure or concern, the alleged perpetrator and the families and friends of both the survivor and alleged perpetrators. It can even raise personal issues for those not directly involved in the process.

If abuse is disclosed, NW recommends that those persons affected by a particular incident should seek the comfort and support of prayer ministry. For the immediate survivors and any alleged perpetrators, NW will offer a named person to be their point of contact and support. The named person should be identified in conjunction with the individual concerned as they may or may not prefer to have someone already known to them. The named person will not be told the details of the concern or allegation but will need some information to provide appropriate support. If individuals would prefer to discuss matters outside of the NW structures, available resources can be obtained by contacting Thirtyone:eight

## Referrals and Third-Party Allegations

Where a third party alleges abuse towards a child or adult, the role of the Team member is to gather as much information as possible from this person. They should be advised that even where they believe the matter has already been investigated, the information they have provided will be shared with the relevant Safeguarding Leads and may result in a referral to the Police and/or Local Authority Social Care Department with their details. This is so that the Local Authority Social Care Department can contact them if necessary. Otherwise, the process is the same as direct allegations of abuse.

## Resources

Useful Addresses and Telephone Numbers

### **Thirtyone:eight**

Helpline: 0845 120 4551

Web: <http://www.thirtyoneeight.org>

E-Mail: info@Thirtyone:eight.co.uk

### **NSPCC,**

Web: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Protection 24hour Helpline: 0808 800 500

**National Early Years Network**,. Email: info@neyn.org.uk

**Kids Clubs Network**, Tel: 0207 512 2112. [www.kidsclubs.com](http://www.kidsclubs.com)

**ChildLine**, 45 Tel: 0207 239 1000

Web: [www.childline.org.uk](http://www.childline.org.uk)

24 Hour helpline for children: 0800 1111 National free bilingual helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline - 'The Line' - for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m.; Sat – Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444.

**Kidscape**,. Tel: 0207 730 3300

**STOP IT NOW!** Freephone Helpline 0808 1000 900 Email: [office@stopitnow.org.uk](mailto:office@stopitnow.org.uk)

**AMAZE** (Association of Christian Youth & Children's Workers) LE10 2YX Tel: 0116 254 4693

**ACC** (Association of Christian Counsellors) Tel: 024 7644 9694

Web: [www.acc-uk.org](http://www.acc-uk.org) Email: [office@acc-uk.org](mailto:office@acc-uk.org)

### **Charity Commission**

Web: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

See website for regional office detail