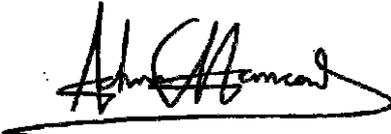


Safeguarding Policy

This document is based on a model Child Protection Policy supplied by the Churches Child Protection Advisory Service (CCPAS)

WEST AUCKLAND VINEYARD CHURCH POLICY	Safeguarding Policy v.4
POLICY REF.	



Primary Responsibility	Adrian Hancock	Date Effective	12.07.2022
Authorising Signature			

First Draft Date:	01.05.2018	Date(s) Policy Ratified	
Final Draft Date:	11.07.2022	Leadership Team	19.07.2022
Review Date:	12.07.2022	Trustees	12.07.2022

Reason for Issue:	Annual review
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DISTRIBUTION LIST

Original	West Auckland Vineyard Church Main Office
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Introduction

West Auckland Vineyard Church (WAVC) is a member of Vineyard Churches, UK and Ireland, Registered Office: 46 East Green, West Auckland, Co. Durham. Registered in England & Wales Company No. 06973220. Charity No. 1134688

WAVC has an active children's and young people's ministry. The trustees and members take seriously their responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care and recognise the need to work effectively with others to create safe environments for children and young people in line with Every Child Matters and the Children's Act 2004. The '**Every Child Matters**' agenda states that every child should: Be safe, Be healthy, Enjoy and achieve, Make a positive contribution and Achieve economic well being.

For the purpose of this policy, a child or young person is someone under the age of 18.

As part of its mission, WAVC is committed to

- Listening and relating effectively and valuing children and young people whilst ensuring their protection within church activities
- Creating safe environments for children and young people to flourish
- Encouraging and supporting parents/carers
- Ensuring that children's and young peoples workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

WAVC is committed to ongoing training for all such workers in the church to ensure that all volunteers understand their responsibilities to safeguard children, understand the nature of, and possible indicators of, child abuse and what to do if they have a concern.

1. PROVIDING A SAFE AND HEALTHY ENVIRONMENT

WAVC will ensure that all facilities and equipment that are used or accessed as part of its work with children and young people meet appropriate health and safety standards, and that any risks associated with their use have been identified and action taken to minimise potential hazards. This will include an appropriate level of first aid provision, safe storage of furniture and equipment and fire precautions.

WAVC will also ensure that all such activities are adequately supervised in line with ratios (see section 5), outlined in this policy, appropriate records kept relating to attendance and incidents and any concerns reported to the appropriate responsible person, and will ensure that all other requirements of the Health and Safety Policy are effectively implemented, recognising that they are an essential element to creating a safe and healthy environment

2. CHILD PROTECTION PROCEDURES

WAVC recognises that many children and young people today are the victims of neglect, physical, sexual and emotional abuse. Accordingly, WAVC has adopted the policy contained in this document. The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against workers, leaders or members of the church
- Appointing children /youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

WAVC recognises the need to build constructive links with the childcare agencies.

a. Local Social Service contact details

The Social Services contact details for all concerns regarding the protection of a child are below.

Tel: 03000 267 979

E mail: scd@durham.gov.uk

3. GUIDANCE FOR WORKERS/VOLUNTEERS

a. What to do if you suspect that abuse may have occurred

If you have a concern about a child/young person, the key actions to take are:

- If a child/young person has disclosed abuse of some form, although you should make sure you are clear about what they are saying, you should not question them any further, but make an accurate record of what they have said(see further advice in c. How to respond to a child). The Safeguarding co-ordinator (ref. Appendix 1 for contact details) should immediately be informed, and a referral made to Social Services and/or the police by the Child Protection co-ordinator.

- If the concern arises because of things you have noticed, heard or witnessed, then this should be reported to the Child Protection Co-ordinator, who will, wherever possible, and without raising the issue of abuse, check out the concerns by asking appropriate open questions of the child/ young person and or parent/carer. If there is reasonable evidence that the child/young person is suffering significant harm, then a referral to Social Services should be made
- If there are concerns, but not enough to report, then a record must be kept and the situation kept under review. It may also be appropriate to encourage the parents/carers to seek medical help for a child, or support from Social Services. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice should be sought from CCPAS (ref. Appendix 1) and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future. Exceptionally, should there be any disagreement between the person in receipt of the allegation, and the Co-ordinator, as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to Social Services, and should do so without hesitation.
- Under no circumstances will the Co-ordinator or any other member of WAVC attempt to carry out an investigation into the allegation or suspicions of abuse. Any enquiries will be to clarify facts and situations only
- If a child/young person needs medical attention, seek medical help and inform health staff of any concerns
- If there is an immediate risk of danger to a child/ young person, then contact Social Services or the police immediately
- If the child/young person is old enough to understand, make sure they know what action is going to be taken

b. Who to report to

You must report concerns as soon as possible

Safeguarding Coordinator	Di Farrer	07776 076459
Responsible Person	Jane Bateson	07810 820837
Senior Church Leaders	Adrian & Linda Hancock	07557 736386, 07786 358362

The Trustees have nominated Diane Farrer and Jane Bateson to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities.

In the absence of Diane or Jane, the matter should be brought to the attention of the Senior Leaders, Adrian or Linda Hancock

If the suspicions in any way involve the Co-ordinators, or Leaders of children ministry, then the report should be made to Senior Leaders, Adrian or Linda Hancock. Suspicions should not be discussed with anyone other than those nominated above.

It is of course the right of any individual as a citizen to make direct referrals to the Child Protection agencies or seek advice from the CCPAS: **0303 0031111**

See [Appendix 1](#) for more agency contact details

c. **How to respond to a child wanting to talk about abuse**

It is not easy to give precise guidelines but the following may help

General points

- Show acceptance of what the child says(however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know., don't promise secrecy
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information - ask them to tell you about it, and explain or describe what happened. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. Do not question them.

Helpful things to say or show

- I believe you (or showing acceptance of what the child has said)
- Thank you for telling me
- It's not your fault
- I will **try** to help you (not I will help as that constitutes a promise)

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as I am shocked, don't tell anyone else

Concluding

- Reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens(you might have to refer to Social Services/Police to prevent a child returning home if you consider them to be seriously at risk of further abuse
- Contact the person the church has designated to co-ordinate child protection concerns
- Consider your own feelings and seek pastoral support if needed

d. **What to do once a child has talked to you about abuse**

- **Make notes as soon as possible** (preferably within an hour of being told), writing down exactly what the child said, your reply, description of activities, names of any witnesses, date, and times of events, and when you made the record. Keep all hand written notes securely, even if they have later been typed and email a copy to yourself or keep a copy.
- **Report your discussion** as soon as possible to the relevant leader
- **You should not discuss your suspicions or allegations with anyone other than those nominated**
- Once a child has talked about abuse, a decision may need to be made about whether the child can return home safely. On rare occasions it might be necessary to take immediate action to contact Police/Social Services to discuss putting safety measures in place for the child.

4. **WORKERS/VOLUNTEERS**

a. **Appointment of workers/volunteers**

Ref. Appendix 2 Children and Young People's Workers Appointment Process

Before appointment of any prospective workers/volunteers a copy of Appendix 2 must be given to them.

On appointing volunteers/workers, WAVC will be responsible for the following:

- All prospective workers/volunteers will be asked to complete an application form, with name, D.o.B, current and previous addresses, details of employment history, and previous church if applicable.
- Others who know the applicant will be spoken to , as well as formal references be taken up
- A discussion will occur between the applicant and the co-ordinator, to determine their suitability
- A check will be made with DBS to determine any convictions
- A discussion needs to occur to ensure the applicant is familiar with WAVC Safeguarding policy and expectations
- Any new appointee will be initially be 'on probation', usually for 3 months
- At the end of the probationary period, feedback will be given from the co-workers on the progress of the 'trainee'
- If successful, the worker/volunteer may be subjected to regular reviews and support if necessary

b. Working with people who have lived outside the UK

Where someone who wants to be a worker with the children and Young people has not always lived in the UK the DBS check is different. Each person will be treated appropriately, according to their circumstances.

A certificate of good conduct will be required from the police of the country of origin, along with two references form church, close associate, or work colleague

c. Working with offenders (Ref. Appendix 3)

Where someone attending church is known to have abused children, a member of the leadership will meet with the individual and discuss and implement appropriate boundaries within which the person will be expected to stay. This boundary will always exclude any form of contact with children

d. Helping victims of abuse

As a church we are committed to supporting victims of abuse and encouraging them in their faith. We will also encourage and support the person to access help from specific agencies when appropriate

e. **Abuse of trust guidelines (Ref. Appendix 4)**

As a church, we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office, which contains principles of good practice, aimed at protecting Young people over the age of consent, but less than 18 years of age, and vulnerable adults, where there is a relationship of trust with an adult looking after them. It is therefore unacceptable for those people in a position of trust to engage in any behaviour which might allow a sexual relationship to develop while the relationship of trust continues

5. **Guidelines for working with children and young people (Ref. Appendix 5)**

The ratio of staff to children/young people must be as below. **At least 2 staff at any time and leaders of both sexes in a mixed group over age 8**

Child's age	Ratio of adult:child
Under 2 ½ years	1 adult:3 children
2 ½ to 5 years	1 adult:4 children
5 years and older	1 adult:8 children

2.5 – 6 years

- Children to be supervised by parents until the time that the children leave the main body of the church to undertake their teaching
- Children do not leave the room, unless they are going to the toilet
- Parents are encouraged to take their children to the toilet before activities start
- A register of children attending, and adult workers will be kept
- A helper may be involved with children's work whilst waiting for DBS clearance, but should not be allowed to work on 1:1

7 – 10 years

- **A register** of young people and the workers attending the session will be kept
- All adults leading or co-leading a session must be approved as Children's workers
- A helper may be involved in working with young people prior to DBS clearance, but at no time should they work on 1:1

11 – 16 years

- **A register** must be kept of young people attending and of the adult workers.

- Avoid sending private messages to the young people via any digital or social media channels (Text, SMS, Twitter, Facebook) . To protect everyone, it is our policy to discourage all but essential electronic communication, and to let a leader know.
- **Children should be advised about this policy** and given appropriate information about the danger involved

a. **Transporting children and young people**

(Ref. Appendix 6 Transport policy)

- Children’s workers can only give lifts to children and young people if they have appropriate **insurance cover** for carrying young passengers. Please check with your insurer, and add it if needed
- The children and young people must wear a **seat belt**, according to the Highway code
- If a young person needs to be taken home, ensure a leader is aware, This should only occur in the case of an emergency

6. Policy on Trustees and Child Protection

The Church understands that trustees of a charity must not be persons who are banned from working with children (Criminal Justice and Court Services Act 2000) and will ensure that all trustees and potential trustees are made aware of their responsibility to declare where this is the case

APPENDIX 1

Responsible Persons appointed by WAVC are:

Diane Farrer 07776 076459

Jane Bateson 07810 820837

Durham County Child Protection information:

<https://www.durham.gov.uk/childprotection>

First Contact/Social Care Direct

E mail: [First Contact/Social Care Direct](mailto:scd@durham.gov.uk) (scd@durham.gov.uk)

03000 267 979

0191 383 5752

CCPAS

<https://www.ccpas.co.uk/>

APPENDIX 2 West Auckland Vineyard Church

Children/Young People's workers Appointment process

Thank you for offering to help with the young people's work in our Church. We have an appointment process which we use with everyone coming to work with young people

- You will be asked to fill in an information form about yourself and give the names of **2 referees** and the references will be taken up.
- You will then have a discussion with the person responsible for the particular area of work. We will explore with you your gifts and your Christian experience and will talk about any previous experience you have had in caring for children/young people and what has brought you to the point of being prepared to take on this role at this time.
- If following this, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might prove a threat to their safety. To this end you will be asked to apply for **an enhanced disclosure** from the Disclosure and Barring Service.

Please note:

- We do not wish to prevent all people with past criminal convictions from working with children and young people in the Church. Only relevant convictions will be taken into account – that is convictions which suggest that a person might be a risk to children or young people's safety.
- The information will be treated in the strictest confidence. In fact no one in the Church will have access to the information. All applications are handled by an external agency and if your criminal record reveals nothing of concern they will simply inform the Church that you are 'not unsuitable' to work with children. If there is any information that may give cause for concern they will telephone the designated person at the Church and advise that they may wish to speak to you. You do not have to tell them what was in your

disclosure but if you do not wish to do so it is likely that you will not be able to work with children and young people in our Church.

- The Church has an equal opportunities policy (**Appendix 3**) which covers the appointment of ex-offenders, which you can see on request. The Criminal Records Bureau also has a Code of Practice which will also be made available to you on request, or can be accessed by following this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf

a. Employment of ex-offenders policy

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, West Auckland Community Church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.
- We welcome people to serve the Church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.
- A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences

b. Policy for dealing with a known ex-sex offender within the Church

As an organisation we will:

- Balance care for that person with the need to protect others, taking account of data protection issues
- Work with other agencies e.g. probation service to decide how best to help the person concerned within the life of the Church
- Ensure that ex-offenders are not entrusted with the care of children
- Establish clear boundaries to ensure they aren't tempted to use the context of church gatherings to establish inappropriate relationships with children and their families

Monitor the situation and take immediate action where boundaries are breached and implement sanctions where necessary

Abuse of Trust Policy

- In accordance with the law, no young person's worker shall enter into a sexual relationship with any young person under the age of 16 whether in their care or not
- In addition, no young person's worker shall enter into a romantic or sexual relationship with any young person under the age of 18 in their care
- If it is discovered that a romantic relationship had developed between a worker and a young person under the age of 18, the trustees of the Church will consider what action is appropriate. The worker would be required to either terminate the relationship or their role as a young people's worker
- The trustees of the Church reserve the right to take other action as necessary to ensure the parent/carer and any other relevant persons are made aware of the situation

Where a child protection issue is involved, because the young person is under 16 or is a vulnerable adult, the matter will be treated in line with Child Protection policies

APPENDIX 5 West Auckland Vineyard Church

Good Practice Guidelines

The Church should ensure that:

- As far as possible a **worker is not alone with a child, young person or vulnerable adult** where their activity cannot be seen. This may mean leaving doors open or two groups working in the same room

In a **counselling situation** with a child, young person or vulnerable adult, where privacy and confidentiality are important, try to make sure another responsible adult knows the interview is taking place and with whom. If possible another responsible adult should be in the building and the child, young person or vulnerable adult should know that they are there. Wherever possible, counselling situations should have an agreed time limit which should be stuck to, with a further appointment being made rather than going overtime.

- Access to the building is safe and well lit
- Children, young people or vulnerable adults should not be given **access to Church premises** unless more than one responsible adult is present
- There is a **suitable ratio of staff to children/young people**. At least 2 at any time and leaders of both sexes in a mixed group over age 8
- **A record is kept of those attending each activity and the leaders/workers** responsible for the group on that occasion

In dealing with children, young people and vulnerable adults the worker should:

- **Treat each one equally with respect and dignity**, watching language, tone of voice, body language and where you put your body.
- **Listen to them well**, observing body language to help understand what is being said
- **Do not** engage in any of the following:
 - Invading their privacy when they are showering or toileting
 - Rough physical or sexually provocative games
 - Making sexually suggestive comments about/to them even in 'fun'
 - Inappropriate and intrusive touching in any form
 - Any scapegoating, belittling, ridiculing or rejection
- **Do not allow** inappropriate language to go unchallenged
- **Do not allow yourself to become involved in a one to one exclusive relationship with a child, young person or vulnerable adult** by text, email, Facebook or other means which other workers/leaders are not aware of or privy to.

- **Be alert and follow the Church's procedures in dealing with any allegations or suspicions** of abuse and bullying and do not allow allegations made by a child, young person or vulnerable adult to go unrecorded or not acted upon.
- **Learn to control** and discipline without reducing anyone to tears as a form of control or using physical punishment. (A situation may arise however where an individual needs to be restrained in order to protect them or a third person)
- **Make sure another responsible adult is present** if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible the child's own parent or carer should be called to carry out such a task
- **Do not** let child, young person or vulnerable adult involve you in **excessive attention seeking** that is overtly sexual or physical in nature.
- **Think before you touch.** A distressed child may be helped by an arm round their shoulder but be aware of possible negative reactions such as a child cringing or pulling away. Always think, whose benefit is it for? Don't do it if there is no-one else present in the room. Be prepared to speak to other leaders/workers if you see something which might be misconstrued, and be prepared to accept another leader/worker speaking to you about this.
- **Do not invite a child, young person or vulnerable adult to your home alone;** invite a group, or ensure someone else is in the house. Make sure the parents/carers are aware of what is happening.
- **If the behaviour of an individual is such that they need to be asked to leave the group** make sure that the parent/carers is informed and appropriate arrangements are made for them to return home if necessary. **Do not** send them to another part of the building where they will be unsupervised.
- **Be an excellent role model** – this includes not smoking or drinking alcohol in the presence of children, young people or vulnerable adults.
- **Keep a written record of any injury or accident or other incident** you are concerned about that occurs, together with the names of people present and the action taken.

Keeping parents/carers informed

- All group members should be registered with **parent/carers contact details** always at hand
- **Consent forms** for medical treatment and travel arrangements should be completed where they are being cared for in the absence of their prime carer on or off church premises
- **Parents/carers should be aware of** our policy, who is responsible for the child, young person or vulnerable adult (names/telephone numbers) and what action will be taken if a child protection issue arises
- **Parents/carers should know** what sort of activities are taking place, and the time limits of the activity and return/collection arrangements should be clarified
- If a child, young person or vulnerable adult has to leave the activity early for any reason, the parent/carers should be informed and return/collection arrangements made where appropriate
- If a child, young person or vulnerable adult is involved in **any extra-ordinary incident** which needs to be recorded in **the incident book**, the parent/carers will be given a **copy** of the record

Looking after children, young people or vulnerable adults overnight

- Males and females should **sleep separately**
- In any mixed group there should be **male and female leaders**
- Ensure that **appropriate agreed supervision of sleeping arrangements** takes place. If it is felt necessary for responsible adults to share sleeping accommodation with children, young people or vulnerable adults, more than one adult should be present at all times or a waking night patrol may be appropriate
- Parents/carers should be aware of arrangements and have written **contact details** for leaders
- Parents/carers should complete **consent forms** in respect of medical care, travel and collection arrangements, sleeping conditions, other specific activities etc. + **health forms** with any dietary requirements/current medication/name and phone number of their doctor
- Leaders should have a reliable **phone with numbers for emergency situations**
- Ensure **specific responsible adults within the group with specific roles** have any appropriate qualifications e.g. First Aid Cert, Health & Hygiene Cert
- Check and comply with the **insurance** cover of any building being used
- For **safety purposes**, check electricity, water, gas turn off points and fire arrangements and hold a fire drill as soon as possible
- Ensure rooms used for sleeping larger numbers of people have at least **2 exits**
- Know where **nearest hospital and doctor** are and inform local doctor if you are sleeping there. It may also be helpful to inform the local police/fire brigade
- Make appropriate **Health and Safety rules** e.g. rules about not entering kitchen, letting adults know where you are etc
- Ensure participants have **correct clothing/equipment** (kit list?)
- Ensure activity leaders have **appropriate qualifications and insurance**

Health and Safety

Leaders should be aware of and attempt to minimise risks to the health and safety of those in their charge. This could include:

- Safe/child sized **furniture**
- Safe equipment safely stored
- Ensuring **electrical** equipment is safe
- Ensuring **First Aid box** is kept full and available, First Aiders are on site and accidents are recorded in incident book
- Ensuring buildings are well lit internally and externally
- Ensuring appropriate **fire equipment** is in place and drills are carried out
- Ensuring you have **parent/carer contact details readily available on site** and written consent for emergency treatment if necessary
- Ensuring church has adequate insurance
- Checking **security of building** – how easy would it be for anyone to leave or other person to enter unobserved?
- Involvement of children/children's leaders in any building development plans

APPENDIX 6 West Auckland Vineyard Church (WAVC)

Transport policy

Purpose

The purpose of this transport policy is to direct church members and volunteers in their practice regarding transporting children and young people they are working with in cars and minibuses, buses and coaches. It is designed to provide a framework to protect children, young people church members and volunteers.

Scope

'Young people' for this policy are defined as those of school age. Where a young person reaches the age of 18, before leaving the Youth work provision, it is still good practice to adhere to this policy

Guidelines for cars

- Transport and travel arrangements are **the responsibility of parents** if they make informal arrangements among themselves. They are the responsibility of WAVC if members organise or provide them.
- Members may use cars to transport young people to and from meetings, activities and other trips, provided they have obtained **prior consent (preferably written)** from their parents or carers. **Giving lifts should be the exception** rather than usual practice.
- All those who transport young people to or from church organised activities should be **over 25**, and should have held a **full driving licence for over two years**.
- Any driver who has an endorsement of 6 points or more on their licence should inform the church elders or the CP representative
- Any driver with an unspent conviction for drink driving should not transport young people
- All cars that carry children and young people should be comprehensively insured. The insured person should make sure that their **insurance covers the giving of lifts during church activities**
- All cars carrying children and young people should be clean throughout and in a roadworthy condition
- All children and young people must **wear suitable seat belts/booster seats**. If there are insufficient seat belts, additional children should not be carried.
- Drivers should endeavour to drop children and young people off on **the relevant side of the road** so they do not need to cross the road. Driver should try to ensure children and young people **exit the car on the pavement side of the car**.
- Driver should not drive away until all passengers are safely away from the vehicle.
- It is the drivers' responsibility to ensure there is **enough fuel** in the vehicle to complete the journey
- There should be a **non-driving adult escort**, as well as the driver. If in an emergency, a driver has to transport one child on his/her own, the child must sit in the back of the car
- If a child is known to have a **special need**, it may be necessary to carry **an additional adult**, who should sit **in the back** behind the driver, with the child sitting in the seat beside them.

- Where **explicit parental permission** is given, the young person may sit in the front if they are the only passenger, and it is age appropriate. These journeys must be local.
- Driver should carry a mobile phone and have the young peoples' emergency contact details with them, and any medical information

Guidelines for minibuses, buses and coaches

Permit to drive

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test. **Category D1** (not for hire or reward) permits the driver to drive a minibus provided they are **over 21, under 70**, maximum of 17 passengers (including the driver), and it is not being used for hire or reward, i.e. providing their services on a voluntary basis. If payment is needed (e.g. to cover the cost of the trip), then the driver will need a permit, obtainable from the Community Transport Association (www.ctauk.org/training/midas.aspx)
- This minibus entitlement remains valid in the UK, and is usually renewed every three years.
- Regular drivers of minibuses should be encouraged to take a MIDAS test (Minibus Driver Awareness Scheme)

Seat belts

- It is **compulsory** for **drivers to ensure passengers wear an appropriate safety restraint** when travelling in a mini bus, bus or coach.
- Legislation relating to booster seats in cars does not apply to minibuses, buses and coaches, However the relevant body should always ensure that the children in their care are provided with a safe journey

Escorts

- There must be **other responsible adults** travelling on the minibus, proportionate to the number of passengers.
- Adults accompanying the children on a minibus should sit **amongst the group** and especially near the exit doors. The adults are responsible for ensuring a reasonable standard of behaviour, and that seat belts remain fastened. The adults should also **supervise boarding and alighting**.

To ensure these guidelines are adhered to, it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

Safeguarding Record Keeping and Forms

1. Copies of Appendix 2, to be given to applicants for volunteering.
2. Application form for volunteering.
3. Completed application forms with a record of references whether taken up or not.*
4. Certificates of good conduct from police of country of origin (if not UK) and record of references.*
5. DBS information. (ref. the Safeguarding Coordinator).
6. Attendance records for each activity including names of leaders present.*
7. Attendance records from safeguarding training events.*
8. Volunteer review records.*
9. Records of injuries, accidents or other incidents of concern, together with names of people present and action taken. Incident books to be kept at The Well, the Vineyard Centre and by the children and youth leader. Original copies of incidents etc. to be kept in the secure cabinet in the office at The Well after confirmation by the Safeguarding Coordinator.
10. Parent/carer consent forms and contact details.*
11. Copies of appendices 4, 5 and 6 for leaders/helpers.

* Secure storage is provided in the lockable cabinet in the office at The Well.