

# Coaley Parish Council Safeguarding Policy

## 1. Introduction

- 1.1 This policy promotes good practice in safeguarding for Parish Councillors, those working for the Parish Council and those using Parish Council facilities.
- 1.2 Everyone has a duty to safeguard children, young people and adults with care and support needs (also known as vulnerable adults).
- 1.3 The Parish Council will review this policy annually

## 2. Definitions

### 2.1 Children and young people:

Anyone under the age of 18 years

### 2.2 Adults with care and support needs also known as vulnerable adults:

Anyone over the age of 18 years who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
- and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

### 2.3 Forms of Abuse

2.3.1 The Parish Council are committed to ensuring the safety of children and adults with care and support needs, to do that it is important to understand the main categories of abuse.

2.3.2 Child abuse falls into four main categories which include:

- Physical Abuse
- Emotional and psychological Abuse including bullying and cyber bullying
- Sexual Abuse
- Neglect

2.3.3 These can also include child exploitation and slavery, including trafficking and sexual exploitation and female genital mutilation, referred to as FGM.

2.3.4 Abuse of adults includes the above categories but may also include:

- Financial Abuse/Manipulation
- Self-neglect and
- Domestic violence

### **3. To whom this policy applies**

- 3.1 This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work for the purpose of delivering any service to children, young people or adults with care and support needs .
- 3.2 It may also be used as guidance to any parishioner who has concerns for any child or adult with care and support needs.

### **4 Promoting a safe environment**

- 4.1. In order to promote a safe environment for children, young people and adults with care and support needs, the Parish Council will:
- Provide safe facilities and do regular safety assessments.
  - Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
  - Display on Parish Council notice boards in the village the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.
  - Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

### **5 Expectations of behaviour**

- 5.1 All users of Parish Council facilities, organisers of parish events and volunteers should:
- Ensure that communications, behaviour and interaction are appropriate and professional.
  - Treat each other with respect and show consideration for other groups using the Parish Council facilities.
  - Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

5.2 Organisations, groups and individuals who receive grants from the Parish Council or who are contracted by the Parish Council to provide services or facilities to groups for use with children, young people or adults with care and support needs will be required to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

## **6 Safe working practice**

Users of Parish facilities for organised activities must follow the policy and procedures at all times. For example they should:

- Never leave children, young people or adults with care and support needs unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

## **7 Allegations of abuse**

7.1 If you are concerned about a child or adult with care and support needs you should try and establish the basic facts of the case and at the first available opportunity write them down e.g. the name, date of birth of the child or adult with care and support needs, where they live, time and date your concerns were raised, the details of why you are concerned and anything they or others may have told you in relation to any incident.

- 7.2 Under no circumstances should anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity begin to carry out an investigation into suspicions or concerns about a child or adult with care and support needs. This is the role of the statutory services.
- 7.3 If a child or adult with care and support needs discloses something of concern they should be listened to, their allegations should be taken seriously and they should be reassured that actions will be taken to keep them safe. Any actions taken should be explained to the disclosing child or adult. While it is important to maintain confidentiality you should not promise that you won't tell anyone, as you may need to in order to protect the child or adult with care and support needs.
- 7.4 It is the responsibility of all councillors, staff and volunteers to act on and report any safeguarding concerns to the relevant statutory agency.
- 7.5 The Parish Council Safeguarding lead is the parish clerk In the first instance if an allegation is made in respect of a councillor or any one working or volunteering for the council is made the complaint will be passed to them to decide on the appropriate course of action.

## **8 Reporting Concerns and Allegations of abuse**

### **8.1. *If you are ever concerned that a child or adult with care and support needs is in immediate danger, please call the police on 999.***

If it is not an emergency but you think that someone is breaking the law please call the police on 101

If you want to talk to someone or report a concern or suspicion that a child or adult with care and support needs is at risk the procedures and pathways for managing allegations of the abuse of children and/or adults with care and support needs are different. The different procedures are detailed below:

### **8.2 Reporting a concern regarding a child**

#### **8.2.1 *To report a concern during office hours - Monday to Friday 9am to 5pm***

- **Call the Children and Families Front Door Service on 01452 426565**
- You can also discuss your concerns with someone who works with children and families, such as a health visitor, social worker, school nurse or teacher (all schools have a teacher responsible for child protection).

### 8.2.2 *To report a concern out of hours (emergency)*

- The Emergency Duty Team (EDT) are available for emergencies, out of office hours, which cannot safely wait until the next working day. You can call them on 01452 614194.
- EDT is not intended to provide the same level of service that is available during normal office hours.

## **8.1 Reporting a concern regarding an adult**

8.2.1 Call the **Adults Help Desk on (01452) 426868** or email: [socialcare.eng@gloucestershire.gov.uk](mailto:socialcare.eng@gloucestershire.gov.uk)

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