

# **BARTON UNDER NEEDWOOD PARISH COUNCIL**



## **SAFEGUARDING POLICY FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Prepared by: Cllr Chris Allcock

Reviewed by: Policy Working Group

Approved for recommendation to full Council by: Human Resources  
Committee

Reviewed and adopted by: Full Council

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Signed by Chairman of the Council [ signature redacted ]

Next Review Due by December 2025

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## **1. Policy Statement**

Everyone has a duty to safeguard children, young people and vulnerable adults with care and support needs who are, or may be, at risk of abuse, ill treatment or neglect.

The Council is committed to ensuring that children and adults at risk are protected and kept safe from such harm whilst they are engaged in any activity associated with the Parish Council. This policy promotes good practice in safeguarding for those using Parish Council facilities.

The policy objective is to protect and promote the welfare of children and adults at risk while using or receiving services provided by, or commissioned by, the Council and to be able to respond where appropriate as a local government organisation.

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.

It also applies to any individual hiring, leasing or using Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## **2. Definitions**

Children and young people: Anyone under the age of 18 years.

Vulnerable Adult: Anyone over 18 who is:

- 1) Unable to care for themselves.
- 2) Unable to protect themselves from significant harm or exploitation.
- 3) Or may need community care services.

## **3. Promoting a Safe Environment**

To take responsibility for safeguarding the Parish Council will:

- 1) Identify someone within the Council who will take lead responsibility for Safeguarding, ensuring that Parish Councillors, employees and volunteers understand what safeguarding means, what to look out for and how to pass on any concerns.
- 2) Follow safe recruitment practices, including application forms, references and induction.
- 3) Identify and meet training needs for those Parish Councillors, employees and volunteers who come into contact with children and adults at risk.
- 4) Ensure that Parish Councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties undergo appropriate Disclosure & Barring Service (DBS) checks.
- 5) Require external organisations working with, or on behalf of, the council who have contact with children and adults at risk to have a Safeguarding Policy and procedures.

- 6) Ensure that where the Council lets facilities to external groups for use with children and adults at risk and parents/carers are not present, the group will have their own Safeguarding policies or agree to work to those of the Council.
- 7) Display on Council notice boards in the village and in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

#### **4. Expectations of Behaviour**

All users of Council facilities, organisers of parish events and volunteers should:

- 1) Ensure that communications, behaviour and interaction is appropriate and professional.
- 2) Treat each other with respect and show consideration for other groups using Council facilities.
- 3) 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/guardians/carers, as appropriate.

#### **5. Hiring of Facilities**

The Parish Council will require the hirer to:

- 1) Have public liability insurance.
- 2) Have a suitable safeguarding policy and/or agree to work to the Council's policy and relevant guidance.
- 3) Ensure leaders make their members aware of the Council Policy and ensure that it is followed whilst using parish facilities.
- 4) Ensure leaders have valid enhanced DBS checks as appropriate, know where the First Aid boxes are and how to summon help from the Emergency Services.
- 5) Do risk assessments for individual activities.
- 6) Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- 7) Plan activities to involve more than one responsible adult being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- 8) Where possible, have male and female leaders working with a mixed group.
- 9) Ensure registers are complete and attendees are marked in, signed out and collected by a parent/guardian/carer.
- 10) Ensure that photos or videos of individuals are not taken without written permission from their parents/guardians/carers.
- 11) When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

## 7. What should be a cause for concern?

Parish Councillors, employees and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child, young person or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

- 1) Physical Abuse and emotional Abuse
- 2) Sexual Abuse
- 3) Neglect
- 4) Financial Abuse/Manipulation

Parish Councillors, employees and volunteers may notice something which causes them concern when out and about in the parish. It is not our role to investigate any signs of abuse.

We have a responsibility to act if we have any concerns and alert those who can look into those issues

The Council should follow the procedures for managing identified concerns or allegations against Parish Councillors, employees and volunteers on the Staffordshire County Council (SCC) Safeguarding website.

The Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the SCC team.

For all child protection issues contact Staffordshire County Council (SCC) First Response Team based at the MASH on **0800 1313 126** (between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday) or [www.staffordshire.gov.uk/health/childrenandfamilycare/homepage](http://www.staffordshire.gov.uk/health/childrenandfamilycare/homepage)

To make an adult protection referral, advice should be sought from the Adult Protection Contact Centre **0345 604 2719** (between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday).

Any concerns relating to a child or adult at risk of abuse and neglect should be directed to SCC's **Emergency Duty Service on 0345 604 2886**.

Alternatively contact Staffordshire Police Central Referral Unit on **101** Or dial **999 in an emergency**.

The Council is committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We will work with other agencies and SCC to ensure compliance with changing laws and guidelines in relation to safeguarding.

This safeguarding policy will be updated as and when such legislative/best practice changes take place, or at least annually.