



BARTON-LE-CLAY PARISH COUNCIL

SAFEGUARDING POLICY

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practices that will promote the safety of children, young people and vulnerable adults using Barton-le-Clay Parish Council facilities.

Definitions

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

Vulnerable adult: anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- provide safe facilities and undertake regular safety assessments;
- ensure that employees and councillors are aware of safeguarding expectations;
- Display on Parish Council noticeboards the relevant contact details for advice and help. A copy will also be made available on the Parish Council website.

Employees, councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.

Expectations of Behaviour

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

- Ensure that communications, behaviour and interaction is 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.

Hiring of facilities to groups for use with children, young people or vulnerable adults

The Parish Council will require the hirer 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.

Safe Working Practice

All users of Parish Facilities must follow the policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults 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 written 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.

Allegations against staff and volunteers

All staff should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

No attempt should be made to investigate or act on any allegation before consultation with the Central Bedfordshire Council Local Authority Designated Officer (LADO).

Safeguarding Contact Details:

Central Bedfordshire Safeguarding Children:

Access and Referral Hub – 0300 300 8585

Emergency Out of Hours – 0300 300 8123

Local Safeguarding Children Board 0300 300 6455

Email: iscb@centralbedfordshire.gov.uk

Local Authority Designated Officer (LADO) – 0300 300 8142

Central Bedfordshire Safeguarding Adults:

All safeguarding adult referrals should be made to Local Safeguarding Adult Board for Bedford Borough and Central Bedfordshire.

- **0300 300 8122** (Monday to Friday, 8:45am to 5:20pm)
- **0300 300 8123** (outside of these hours)
- email at adult.protection@centralbedfordshire.gov.uk

If you need medical advice and support fast, but it's not life threatening, call your GP or NHS 111.

Area-wide Police – 101

NSPCC Helpline – 0808 800 5000

You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

Whistleblowing

We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations. **The Parish Council**

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

What should be a cause for concern

Staff and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a child or a vulnerable adult. A child or vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers, and abuse can occur in any family OR in any other area of society, regardless of social class, wealth or geographical location.

Abuse falls into four main categories:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

All staff and volunteers need to have an awareness that there are many other forms of abuse ranging from Child Sexual Exploitation (CSE) through to Female Genital Mutilation (FGM).

Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Central Bedfordshire Council website.

Review Process.

This Policy will be reviewed by the Policies & Resources Committee bi-annually before being submitted to the Council for adoption.