

ELM PARISH COUNCIL

SAFEGUARDING POLICY

(Children, Young People & Vulnerable Adults)

SECTION 1

Policy Statement

Elm Parish Council has a duty to safeguard children, young people and vulnerable adults.

This policy is intended to assist with promoting good practice in safeguarding for those using Parish Council facilities.

The Policy will be reviewed annually.

Definitions

CHILDREN & YOUNG PEOPLE – Anyone under 18 years of age.

VULNERABLE ADULT – Anyone over 18 years of age who is;

- Unable to care for themselves,
- Unable to protect themselves from significant harm or exploitation,
- Or, maybe in need of 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,
- Any individual, group or organisation hiring, leasing or using Parish Council owned facilities (including land) for the purpose of delivering any service/activity to children, young people or vulnerable adults.

SECTION 2

Promoting a Safe Environment

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

- Providing safe facilities and undertaking regular safety assessments,
- Ensuring that all employees, Councillors, volunteers and leaders of activities in the Parish; whether or not the activities are taking place in Council owned facilities; are aware of safeguarding expectations.
- Ensuring that members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of the duties MUST undergo appropriate Disclosure and Barring Service (DBS) checks BEFORE commencement of such duties.
- Displaying relevant safeguarding contacts (for advice and help) on Council notice boards and also making the information available on the Parish website.

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 Parish Clerk, the Council Chair or parents/carers, as appropriate.

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

The Parish Council will require the hirer to;

- Hold public liability insurance (at the appropriate level of cover), providing evidence of such prior to commencement of activities.
- Have a suitable Safeguarding Policy (in line with model provided by any governing body that a group may be affiliated to) and; where appropriate; agree to work to the Parish Council's policies and relevant guidance/legislation.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst parish facilities are being used.
- Ensure leaders have valid enhanced DBS checks (as appropriate), relevant first-aid training and, knowledge of how/where to summon help from the Emergency Services. In case of sporting activities a M.E.A.P. (Medical Emergency Action Plan) will be required.
- Undertake Risk Assessments for individual activities.

SECTION 3

Safe Working Practice

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check.
- Plan activities to involve more than one person being present or at least in sight/hearing of others. Alternatively, record or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working within 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 photographs or videos of individuals are not taken without written permission from their parent/carer.
- Ensure there is always access to a first-aid kit, telephone and known fire/emergency procedures.
- When working outside, ensure activities, breaks, clothing etc are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Allegations against staff and volunteers

All staff, Councillors, organisers of activities, and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

If an allegation is made against a member of staff, Councillor, organiser or volunteer, the person receiving the allegation should immediately report the matter to the Parish Clerk or Council Chair.

No attempt will be made to investigate the allegation or take action before consultation with the appropriate safeguarding authorities.

Whistleblowing

All Councillors, staff, organisers and volunteers should be aware of their duty to raise concerns about the actions or attitudes of colleagues and appropriate advice will be sought from the Cambridgeshire & Peterborough Safeguarding Partnership. The Parish Council will not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Safeguarding Partnership.

What should be a Cause for Concern

Staff, Councillors, organisers and volunteers should be concerned by any action or inaction which, significantly harms the physical and/or emotional well-being/development of a child.

Abuse falls into five main categories and can include;

- Physical abuse,
- Emotional abuse,
- Sexual abuse,
- Bullying,
- Neglect,
- Financial abuse/manipulation.

The Parish Council is committed to ensuring the safety of all users of its services and facilities and, takes this responsibility very seriously. Council will consult with other agencies/professional bodies to ensure ongoing compliance with changing laws and guidelines in relation to safeguarding. The Policy will be updated as and when such legislation/best practice changes (or, at least annually).

Useful Safeguarding Contact Details

Fenland District Council

To report a concern of abuse or neglect of children & vulnerable adults;

Officer – Phil Hughes phughes@fenland.gov.uk **T: 01354 622520**

Officer – Sarah Gove sgove@fenland.gov.uk **T: 01354 622372**

Cambridgeshire & Peterborough

Safeguarding Partnership Board safeguardingboards@cambridgeshire.gov.uk

Website; www.safeguardingcambspeterborough.org.uk

T: 01733 863744

IF YOU BELIEVE A CHILD OR VULNERABLE ADULT WITH CARE AND SUPPORT NEEDS IS IN IMMEDIATE DANGER, CALL 999.

Date of Adoption: 11TH September 2024.

Review due May 2025.