

WOODBOROUGH PARISH COUNCIL

**SAFEGUARDING
POLICY**

Adopted – November 2023

SECTION 1 Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

1.1 Definitions

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

1.1.2 Vulnerable Adult: A person over the age of 18 who:

- (a) has needs for care and support,
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it – Care Act 2014 (section 42).

1.1.3 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, for example contracted to do a piece of work. It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2 Promoting a Safe Environment

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

2.1.1 Provide safe facilities and do regular safety assessments

2.1.2 Ensure that employees, councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.

2.1.3 Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (eg: any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)

2.1.4 Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.

2.1.5 Display on notice boards the relevant safeguarding contacts for advice and help.

2.2 Use of parish council facilities, or any other third-party facility designated for a specific use by the parish council, by groups for use with children, young people or vulnerable adults Parish Council will require the leaders to:

- 2.2.1 Have public liability insurance
- 2.2.2 Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's and ensure that it is followed whilst using parish facilities
- 2.2.3 Ensure that leaders have valid enhanced DBS checks as appropriate, and know where the first aid box is situated
- 2.2.4 Complete risk assessments for individual activities

SECTION 3 Safe Working Practice & Expectations of Behaviour

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times. For example, they should:

- 3.1 Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check
- 3.2 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
- 3.3 Where possible, have male and female leaders working with a mixed group
- 3.4 Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- 3.5 Ensure that photos or videos of individuals are not taken without written permission from parents / carers.
- 3.6 Ensure that any photos that do have permission to be taken, have separate permission for use on social media/website.
- 3.7 Ensure they have access to a first aid kit and telephone and know fire procedures.
- 3.8 Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- 3.9 When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour - all users of Parish Facilities should:

- 3.10 Ensure that communications, behaviour and interaction with users should be appropriate and professional.

- 3.11 Treat each other with respect and show consideration for other groups using the facilities.
- 3.12 Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

SECTION 4 Allegations against Staff and Volunteers

- 4.1 All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult
- 4.2 If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
- 4.3 Whistleblowing - all staff and volunteers should be aware of their duty to raise concerns about the attitude or actions
- 4.4 What should be a cause for concern? Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:
 - 1. Physical Abuse
 - 2. Emotional Abuse
 - 3. Sexual Abuse
 - 4. NeglectAll staff and volunteers coming in to contact with children need to have an awareness of safeguarding.

Useful Safeguarding Contact Details

Woodborough Parish Council
The Clerk to the Council

Mrs Ruth Kinderman