

# Yarnfield and Cold Meece Parish Council

## Safeguarding Policy and Procedure 2022

### Safeguarding Children, Young people and Adults at Risk

## PREFACE

This document is based on the following National and Local guidance; Working Together to Safeguard Children 2018 (Department for Children - DFE) and the Staffordshire Safeguarding Children Board (SSCB) Child Protection Procedures

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Purpose To set policy for the parish Council, the approach it will take and the training requirements for councillors and employees.			

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# 1 Policy Statement

- 1.1 Everyone has a duty to safeguard children, young people and adults at risks.
- 1.2 We believe every child, young person and adults at risk should be valued, safe and happy.
- 1.3 This policy promotes good practice in safeguarding for those working with or involved with Parish Council activities.
- 1.4 We will achieve this by having an effective Safeguarding Procedure and following National and Local guidance; Working Together to Safeguard Children 2018 (Department for Children - DFE) and the Staffordshire Safeguarding Children Board (SSCB) Child Protection Procedures at <https://www.staffsscb.org.uk/>
- 1.5 The Parish Council will review this policy annually.

## 2 DESIGNATED SAFEGUARDING LEAD

- 2.1 There will be a named person for safeguarding who will be responsible for dealing with any concerns about the safety and welfare of children. This person is Cllr Sally Parkin.
- 2.2 All staff and volunteers will be carefully selected and vetted with the aim of ensuring they do not pose a risk to children or adults at risks.
- 2.3 All councillors, staff and volunteers who are involved in regulated activity with children, young people and adults at risks, and the Designated Safeguarding Lead, will be checked through the Disclosure and Barring Service (DBS).

## 3 Definitions

- 3.1 Children and young people: anyone under the age of 18 years.
- 3.2 Adults at risk: Anyone over 18 who is:
  - Unable to care for themselves;
  - Unable to protect themselves from significant harm or exploitation;
  - In need of community care services.

## 4 Application of the policy

- 4.1 This policy applies to:
  - anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity.
  - Elected councillors
  - Anyone receiving financial support from the Parish Council for the purpose of delivering any service to children, young people or adults at risks.

## 5 Promoting a safe environment

- 5.1 To promote a safe environment for children, young people and adults at risks the Parish Council will:
  - Provide safe facilities and carryout regular safety assessments.

- Ensure that councillors, staff and leaders of activities in the parish are aware of safeguarding expectations.
- Councillors, staff and volunteers who have regular unsupervised contact with children, young people or adults at risks during the course of their duties must undergo appropriate DBS checks before the start of such duties.

## 6 Expectations of behaviour

- 6.1 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.
- 6.2 Report any instances of such behaviour to the Parish Council's Designated Safeguarding Lead or Parish Clerk.

## 7 Safe working practice

- 7.1 All those involved in parish activities must follow this policy and procedures at all times.
- 7.2 The risk assessment of activities delivered by the Parish Council will include an assessment to establish whether any regulated activity involving direct access to children or adults at risk may occur.
- 7.3 Where such regulated activity is identified the provisions of Appendix 1 will apply.

## 8 Reporting Abuse of Children

- 8.1 The Staffordshire Local Authority Designated Officer (LADO) is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children:
- Has, or may have, harmed a child.
  - May have committed a criminal offence related to a child.
  - Has behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- 8.2 The LADO will give advice and guidance on how concerns or allegations should be investigated. No attempt should be made to investigate or take action before consulting the LADO.

<https://www.staffordshire.gov.uk/Care-for-children-and-families/childprotection/rc-Professional.aspx>

- 8.3 LADO does not investigate but will ensure that an appropriate investigation is undertaken, whether that is by the police, children's social care or the employer.
- 8.4 LDAO contact details:
- Tel: [0800 1313 126](tel:08001313126)

- Complete the [online enquiry form](#)

## 9 Reporting abuse of an adult

9.1 The Staffordshire and Stoke on Trent adult safeguarding enquiry procedures provide guidance on how the abuse of adults with care and support needs will be responded to.

<https://www.staffordshire.gov.uk/Advice-support-and-care-for-adults/reportabuse.aspx#Adultsafeguardingprocedures>

9.2 Where a crime has been committed or if you're worried about someone's immediate safety, contact the police by dialling 999.

9.3 To report concerns about an adult please contact:

- **Phone:** 0345 604 2719

## 10 Training

10.1 All councillors, staff and volunteers will receive basic safeguarding training.

## 11 Whistleblowing

11.1 All councillors, staff and volunteers should be aware of their duty to raise concerns and must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Multi Agency Safeguarding Hub (MASH) and

11.2 Where concerns are identified a referral will be made to the MASH. Contact details in Appendix 2

## **Appendix 1 - Parish Council led activities**

- Any parish council activity specifically for children, young persons or adults at risks will be coordinated by an adult who has the appropriate Disclosure and Barring Service (DBS) check
- Never leave children, young people or adults at risks 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 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.

## **Appendix 2 – Contact Details**

### **For all child protection issues**

Staffordshire County Council's First Response Team based at the MASH on **0800 1313 126** (between 8am and 5pm Monday to Thursday and 8am and 4.30 pm on a Friday).

### **Childcare providers**

Concerns about a childcare provider, advice should be sought from OFSTED on 0300 123 4666 (between 8am - 6pm on Monday to Friday) or [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

### **Adults at risk Protection**

Adult Protection referral advice should be sought from the Adult Protection Contact Centre 0845 604 2719 (between 8am and 5pm Monday to Thursday and 8am and 4.30 pm on a Friday).

### **Out of hours service**

Outside of office hours any concerns relating to a child or adult at risk of abuse and neglect should be directed to Staffordshire County Council Emergency Duty Service on 0845 6042886. Alternatively contact Staffordshire Police Central Referral Unit on 101 or dial 999 in an emergency.