



## SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

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### INTRODUCTION

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

This policy outlines good practice and Stoke Gifford Parish Council is committed to ensuring children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with using Stoke Gifford Parish Council facilities.

As the Parish Council does not directly provide care and supervision services to children, young people and vulnerable adults when attending events organised by the council they do so with the consent of a parent, carer, or other responsible adult.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

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### POLICY AIMS

The Parish Council Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection.
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.
- To guide members of Stoke Gifford Parish Council should any child protection issues or any issues with vulnerable adults arise during their work.

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### 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.

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### POLICY OBJECTIVES

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit the risk to children, young people and vulnerable adults.
- To promote the general welfare and health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints to alleged or suspected incidents of abuse and neglect.

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### TO WHOM THIS POLICY APPLIES

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

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



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## **PROMOTING A SAFE ENVIRONMENT**

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In order to promote a safe environment for children, young people and vulnerable adults, Stoke Gifford Parish Council will promote a safeguarding culture in its premises.

In order to achieve this, Stoke Gifford Parish Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in/on Parish facilities are aware of safeguarding expectations.
- 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. (e.g., 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.)
- Ensure that attendees at any Council event are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on public noticeboards and to employees and councillors relevant contact details for advice and help. A copy will also be made available on the Parish 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.

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## **HIRING OF FACILITIES TO GROUPS FOR USE WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS**

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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.

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## **SAFE WORKING PRACTICE**

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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.

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## **EXPECTATIONS OF BEHAVIOUR**

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All users of Parish Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- 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.

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## **PHOTOGRAPHY**

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Staff, elected members and volunteers should be vigilant at all times regarding people using cameras or videos. Written consent must be sought from parents when cameras and other image recorders are used to picture children and young people during Council organised activities.

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## **ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

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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 South Gloucestershire Safeguarding Team (contact details below).

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## **WHISTLEBLOWING**

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All staff, Parish Councillors 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 Safeguarding Team at South Gloucestershire Council.

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## **WHAT SHOULD BE A CAUSE FOR CONCERN**

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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 five main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse/Manipulation
- 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 [www.southglos.gov.uk/safeguarding](http://www.southglos.gov.uk/safeguarding)

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## **CONFIDENTIALITY, RECORD KEEPING AND SHARING INFORMATION**

Information about safeguarding concerns should be regarded as confidential. The information is not secret, however, and Stoke Gifford Parish Council will co-operate with investigations by South Gloucestershire Council Children's or Adults services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and vulnerable adults is addressed.

Where a disclosure is made it is important that the staff member does not promise the child/young person/vulnerable adult to keep the information secret but will only disclose to someone who can help.

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## **RECRUITMENT AND SELECTION**

It is not considered that there is a need for an Enhanced Disclosure and Barring Service (DBS) checks to be undertaken for members of Stoke Gifford Parish Council as the nature of their roles mean there is limited chance that they will be in a 1 to 1 situation with children, young people or vulnerable adults. However, criminal record checks will be obtained where appropriate.

Roles that involve "regulated activities," such as caring for, supervising or being in sole charge of children or vulnerable adults will require a check, and they will not be permitted to commence unaccompanied work until they have been received.

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## **USEFUL NUMBERS**

### **SOUTH GLOUCESTSHIRE COUNCIL SAFEGUARDING**

#### **ADULT CONCERNS**

01454 868007 (Mon - Fri)  
01454 615165 (out of hours)

#### **CHILDREN CONCERNS**

01454 86600 (Mon - Fri)  
01454 615165 (out of hours)

#### **LOCAL AUTHORITY DESIGNATED OFFICER (LADO)**

01454 868508

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.

#### **POLICE NON-EMERGENCY**

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#### **NSPCC**

0808 800 5000

#### **CHILDLINE**

0800 1111

#### **AGE UK**

01452 422660

#### **SAMARITANS**

01452 306333

#### **NHS**

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