



# **YAXHAM PARISH COUNCIL**

## **SAFEGUARDING POLICY**

**Reviewed and adopted by the Council at its meeting on 23<sup>rd</sup> January 2020**

**Due to be reviewed by January 2021**

## Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Yaxham Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable adults is **everyone's** responsibility.

## Policy Objective:

- To ensure that where possible all events and activities organised by or on behalf of the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.
- To promote the general welfare, 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 and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

## Aims

The aim of this policy document is to guide members of Yaxham Parish Council should any child protection issue or any issues with vulnerable adults arise during their work.

## Responsibilities & Procedures

The Clerk is the Parish Council's appointed Safeguarding Officer and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead for that event briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk they face.
- Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- All Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge and sign to confirm they will abide by it. All new Councillors will also be required to sign.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.
- Keep records of any incidents or allegations a person may make to any committee member or volunteer.

- Refer cases of suspected abuse or allegations to the Designated Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.
- Facilities that the responsibility of the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

#### **Allegations against staff and volunteers**

- All staff 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 or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.
- The Parish council should follow the Norfolk Safeguarding Adults Board procedures for managing allegations against staff/volunteers on the Norfolk Safeguarding Adults Board website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

#### **Whistleblowing**

All members of the Council, 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.

Attention is drawn to the Norfolk County Council guidelines which will be followed to ensure that all activities are suitably supervised, and how concerns maybe reported.

Children and young people:

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern>

Vulnerable Adults

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

Norfolk Safeguarding Adults Board <https://www.norfolksafeguardingadultsboard>

We are committed to reviewing our policy and good practice annually.

Signed: .....

Chairman

Date: ..... 2020