SHOTTON PARISH COUNCIL SAFEGUARDING POLICY

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 and those involved in any of the activities of the Parish Council.

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

To whom this policy applies

- This policy applies to anyone working for or on behalf of Shotton Parish Council whether in a paid, voluntary or commissioned capacity.
- This policy also applies to any individual using the Parish Council facilities for the purposes of delivering any service 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 will:

- Provide safe facilities and do regular safety and risk assessments.
- Ensure that employees, councillors and leaders of activities of the Parish Council are aware of the 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 functions or events organised by the Parish Council are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Ensure that leaders of events/functions/meetings make their members aware of the Parish Council's safeguarding policy and ensure that it is followed throughout the event.
- Ensure all adults involved in events/functions/meetings have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All those involved in Shotton Parish Council activities must follow the safeguarding policy and procedures at all times. They must:

- 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 (all children must be collected by a teacher/parent/carer/ guardian).

• Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.

• Ensure all staff and volunteers have access to a first aid kit and telephone and know fire procedures. 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.

• 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 those involved in Shotton Parish Council activities 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.

SECTION 4

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.

• All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought from Durham County Council's Safeguarding Team.

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:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Training can be booked through contacting the Clerk of the Parish Council.

This policy will be kept under regular review by the Parish Council

Date adopted: May 2019

Last reviewed: March 2023