

# SOUTHWATER PARISH COUNCIL

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## SAFEGUARDING POLICY



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Review Period:  
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August 2024  
Full Council – 29<sup>th</sup> January 2020  
Every 3 Years  
August 2027

# INDEX

## Contents

Definitions .....	2
To whom this policy applies.....	2
Promoting a safe environment .....	2
Use of facilities by groups for use with children, young people or vulnerable adults.....	2
Safe working practice guidance .....	3
Expectations of behaviour .....	3
Allegations against staff and volunteers.....	4
What should be a cause for concern .....	4

## **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 the policy annually.

### 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 be in need of community care services.

### To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in paid, voluntary or commissioned capacity. It also applies to any group or individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

### Promoting a safe environment

To promote a safe environment for children, young people and vulnerable adults, Southwater Parish Council will:

- Provide safe facilities and complete regular safety assessments.
- Ensure that employees, councillors and leaders of activities in / on parish facilities, are
- aware of the safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.

### Use of facilities by groups for use with children, young people or vulnerable adults

Southwater Parish Council will require the leaders of groups to:

- Ensure that users of parish facilities, where appropriate, are competent to work with children, young people and vulnerable adults and have a current enhanced certificate from the Disclosure and Barring Service.
- Have public liability insurance
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure that their members are aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure that there is a designated person within the group who is responsible for first aid

## Safe working practice guidance

- 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 and that children under the age of 11 and vulnerable adults are collected by parents/carers (unless there is written permission from the parent/carer to the contrary)
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they 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 undertaking activities outside ensure that clothing is suitable for the weather conditions and that shelter is available where possible.
- Always ensure that the safety and wellbeing of children, young people and vulnerable adults is paramount and immediately cease any activity that may place an individual at risk.

## Expectations of behaviour

All users of the Council's 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, or parents and carers, as appropriate.

## 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 Executive Officer (or the Chairman of the Parish Council if the allegation is made in relation to the Executive Officer).
- The Parish council should follow the West Sussex Safeguarding Children Partnership procedures for managing allegations against staff/volunteers. No attempt should be made to investigate or act before consultation with the Local Authority Designated Officer (LADO). See contact details below.
- All 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.

## 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. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Further information and advice can be found at <https://www.westsussexscp.org.uk/>.

If you believe that a child, young person or vulnerable adult is in immediate danger contact the Police by dialling 999.

To raise a concern about a child, young person or vulnerable adult follow the procedures at <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe>, or alternatively dial 01403 229900 (Monday to Friday 9.00am to 5.00pm).