

Grimston Parish Council

Safeguarding Statement and Guidance

This Council is committed to ensuring that all are protected and kept safe from harm whilst engaged in services organised and provided by the Council. This Council recognises that there are certain groups who need more protection than others i.e. Children, Young People and Vulnerable Persons. The aim of this statement is to safeguard the welfare of children, young people and vulnerable persons who use the Council's services or who attend Council organised activities.

This Council recognises its responsibilities to ensure that its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and vulnerable persons.

Guidance is provided in this statement to guide the Council in the protection of children, young people and vulnerable persons. This guidance affects every elected member, staff member, volunteer and anyone working on behalf of and/or representing the Council.

Definitions

The term children or young person is used to refer to anyone under the age of 18 years.

The term vulnerable person is someone aged 18 and over who is or may be for any reason unable to take care of themselves, or unable to protect themselves against significant harm or exploitation

The term parent is used as a generic term to represent anyone with legal parental responsibility or guardianship.

The terms elected members, staff and volunteers is used to refer to employees, councillors, volunteers and anyone working on behalf of and/or representing the Council, including temporary and agency staff and contractors.

Aims of the Statement

This Council accepts the responsibility to implement procedures, provide a duty of care for children, young people and vulnerable persons, safeguard their well-being and protect them when they are engaged in services organised and provided by the Council or when they encounter Council staff, those on work experience, elected members and volunteers. The Council aims to do this by:

Raising an awareness of the statutory "duty of care" relating to children, young people and vulnerable persons and encourage good practice amongst all staff, elected members and volunteers.

Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.

Training, supervising and supporting staff, elected members and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations.

Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.

Requiring staff, elected members and volunteers to adopt and abide by this statement and guidance.

Services /Activities /Events

The Council's provision of services and organisation of events is very limited, but it will implement procedures to minimize risk and safeguard:

Council and Clerk will carry out a safeguarding risk assessment prior to offering any service or organising any activity or event

Ensure that before any Parish Council organised event which will include children, young people or vulnerable persons, all that are involved are reminded of the Safeguarding guidelines

Ensure that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.

Council staff, members and volunteers are made aware that the Council may require that a person be DBS checked following a risk assessment.

In most activities and events children under 12 should be supervised by their parents, however best practise will be to ensure a minimum of two adults are present.

Photography

Staff, elected members and volunteers should be vigilant regarding people using cameras or videos within Council facilities and at Council organised events or activities which involve children and young people.

Where photographs may be required for publicity or to record an event:

Parents must be informed that photographs of their child or young person may be taken during use of Council services, activities or events, and signed parental consent needs to be obtained agreeing to this. This must include information about how and where these photographs will be used.

No unsupervised access to children or young people or one to one photographic sessions is permitted.

No photographic sessions outside of the activities or facilities, or at a child's or young person's home will be permitted.

The child or young person should be happy with having their picture taken

The names of children or young people will not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

Use of Contractors

This Council and its staff, elected members and volunteers will ensure that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to encounter children, young people and vulnerable persons, should have a robust safeguarding policy, or failing this, must comply with the terms of this guidance. Contractors will be monitored by the Officer responsible for the contract.

Responding to Concerns and Allegations

Staff, elected members and volunteers are **not responsible** for deciding whether abuse has occurred following a report or allegation. It is also not the place of any staff member to investigate allegations. However, staff, elected members and volunteers do have a duty of care to the child, young person or vulnerable person which means they **must** report any suspicions they may have. It is the duty of any member, council employee or volunteer to report any concerns about abuse, receive a disclosure or are aware of Members, or colleagues behaving in an inappropriate manner.

These procedures inform staff, elected members and volunteers of what actions they should take if they encounter a case of alleged or suspected abuse. All reports should be treated as confidential and with respect to the person raising the concern regardless of the outcome. If an allegation is made a record must be made in writing of all the details of what was said using the child, young person's or vulnerable person's own words. The record should also include the following:

- a) The date and time
- b) Name, address and date of birth (or age)
- c) The nature of the allegation
- d) A description of the person's physical and emotional state and any visible injuries.
- e) Names and contact details of the person making the record with signature and date.

Do not ask questions, other than name, address and date of birth.

Contact local Social Services or the Police without delay and follow their guidance. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only this is usually Social Services or the Police. **In the case of an emergency where there is evidence of danger phone 999 immediately.**

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to all parties. Informing the parents of a child or young person of concerns you may have should be dealt with by Social Services. Parents will not be

informed if they are the subject of the allegation. Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important that the timing of this does not prejudice the investigation; therefore, confidentiality is of the utmost importance. Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public or any branch of the media, it is vital that all staff, elected members and volunteers are briefed to not make any comments regarding the situation.

Accidents causing injury

Procedures applies to all persons, however extra care must be taken in the instance of a child, young person and vulnerable person.

If an accident has occurred at a Council organised activity/event. The details of the person and the nature of the incident must recorded on an incident sheet at the time. The person (and parent/guardian) must be referred to official first aid services if present or appropriate medical treatment and the outcome noted in the incident book. Details of the incident should be relayed to the Clerk for follow up.

For accidents on Council property, information must also be formerly recorded. Where required the area/equipment will be inspected promptly, and any necessary action taken to prevent further accidents. Incident will be referred to full Council for review.

Sources of Information / Support

Norfolk County Council - 01603 223161

Norfolk Safeguarding Children's Board - www.norfolklscb.org/

Norfolk Safeguarding Adult's Board - www.norfolksafeguardingadultsboard.info/

Police – Non-emergency - 101

ChildLine Free helpline for children and young people in the UK. children and young people can call to talk about any problem www.childline.org.uk T: 0800 1111

NSPCC Information for children and adults www.nspcc.org.uk T: 0808 800 5000