

LONGSTOWE PARISH COUNCIL

February 2024

SAFEGUARDING POLICY & PROCEDURES

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those that use Parish Council facilities. Longstowe Parish Council will review this policy annually.

Definitions

Children and young people – anyone under the age of 18 years or a 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

Who does this Policy apply to?

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- Also applies to anyone using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults Longstowe Parish Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that Counsellors and leaders of activities in/or on Parish facilities are aware of the safeguarding expectations.
- This will also apply to any employee.
- The policy for users of Parish facilities will include 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, vulnerable adults during the course of their duties should undergo appropriate disclosure and barring service checks (DBS).
- Ensure that attendees at Parish Council functions are aware that parents are responsible for their children's safety and the location of the dedicated safe place for lost children is clear.

Use of facilities by groups for use with children, young people or vulnerable adults (playground equipment)

The Parish Council will require the leaders to:

- Have Public Liability Insurance.
- Have a suitable safeguarding policy for children, young people and vulnerable adult and/or agree to work to the Parish Council 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 enhanced DBS checks as appropriate and have their own First Aid box available.
- Undertake risk assessments for individual activities.

Safe Working Practice - Procedures

All users of Parish Council facilities must follow the Safeguarding Children, Young People and Vulnerable Adults Policy and procedures at all times, for example they should:

- Never leave children, young people and vulnerable adults unattended with adults who have not been subject to Disclosure and Barring Service (DBS) checks.
- Plan activities to involve more than one person (DBS checked) being present or at least in sight or hearing of others. Alternatively record, or inform others of their whereabouts and intended actions.
- Where possible have male and female leaders with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out; children under 10 years and vulnerable adults must be collected by a parent/carer.
- Ensure that photos or videos of individuals are not taken without written permission from parents or carers.
- Ensure the organisers 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 where first aid is required, that this is carried out in pairs or by a DBS checked person for that activity group.
- When working outside, ensure activities, breaks and clothing are suitable for weather conditions and that shelter is available where possible.

Expectations of Behaviour

All users of Parish Council facilities should:

- Ensure that communications, behaviour and interaction with users are 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 incidences of such behaviour to group leaders, Parish Counsellors, the Parish Clerk 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 Chair of the Parish Council.
- The Parish Council should follow Cambridge Safeguarding Children's Board 'Procedures for Managing Allegations' against staff/volunteers, as on the South Cambs Safeguarding website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO).

Whistleblowing

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 action or any inaction, which 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 into contact with children need to have an awareness of safeguarding. All agencies working with children are recommended to follow the multi-agency procedures.

Useful Safeguarding Contact Details

Multi Agency Safeguarding Hub (MASH)	To report concerns of abuse, call the MASH team. For advice and to make a referral: Tel: 01480-847743 Fax: 01480-425924 e-mail: mash.cp@cambs.pnn.police.uk
Local Authority Designated Officer (LADO)	To report an allegation against a person in a position of trust. Tel: 01733-864038 lado@peterborough.gov.uk Jane Bellamy Tel: 01733-864790
Cambridge Safeguarding Children Board	Cambridgeshire and Peterborough Safeguarding Children Partnership Board, Scott House, 5 George Street, Huntingdon. PE29 3AD. Tel: 01480-373522 Fax: 01480-376377 Email: safeguardingboards@cambridgeshire.gov.uk Website: http://www.safeguardingcambspeterborough.org.uk/children-board/

Date for Review: December 2023

Chairperson Longstowe Parish Council	Signature:
Name:	
Date:	15th February 2024