



# Burston and Shimpling Parish Council

## Safeguarding Policy

### 1. Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. Burston and Shimpling Parish Council is committed to ensuring that children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

### 2. Definitions

#### 2.1. Children and Young People

Anyone under the age of 18 years.

#### 2.2. 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.

### 3. Policy Objective

- 3.1. To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children, young people and vulnerable adults.
- 3.2. To promote the general welfare, health and development of children and young people by being aware of child Protection issues and to be able to respond where appropriate as a local government organisation.
- 3.3. To develop procedures in recording and responding to accidents and complaints to alleged or suspected incidents of abuse and neglect.
- 3.4. As the Parish Council does not directly provide care of supervision services to children, young people and vulnerable adults, it expects all children, young people and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

## 4. Aims

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

## 5. Responsibilities and Procedures

5.1. A Safeguarding Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organized event with children, young people or vulnerable adults, the Child Protection Officer 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 or young people during the performance of their duties they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children, young people or vulnerable adults they are interviewed and two references taken up.

5.2. Decisions on whether any person should be DBS (Disclosure and Barring Service) checked will be made by the Council or the Chairman after consultation with the Clerk following a Risk Assessment.

5.3. All new Councillors will be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

5.4. Councillors will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children or young people.
- 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 child or young person.

5.5. The Council will keep records in an incident book of any allegations a child or young person may make to any committee member or volunteer. The Incident book will be available for inspection by any Councillor.

5.6. If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.

5.7. Facilities offered by the Parish Council will be inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.

5.8. Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

- 5.9. In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children, young people or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- 5.10. In the event of an organisation co-operating with the Parish Council which may make contact with children, young people or vulnerable adults, the organisation will be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

## **6. Declaration**

Burston and Shimpling Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Burston and Shimpling Parish Council will read the Safeguarding Policy.

Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.