



Bradwell Parish Council

Norfolk

Safeguarding Policy

Approval and Revision Table

Review / Amendment Date	Section / Clause amended	Date of Council Adoption

SAFEGUARDING POLICY



Bradwell Parish Council: Safeguarding Policy

Aim

Bradwell Parish Council has a duty to safeguard children, young people and vulnerable adults using Bradwell Parish Council's premises.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith. The welfare of all children, young people and vulnerable adults is paramount and is the responsibility of Bradwell Parish Council's Councillors, staff, Volunteers and sub-Contractors. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children, young people or vulnerable adults will not be permitted or tolerated.

Bradwell Parish Council also adheres to the YMCA Safeguarding Policy where applicable when working in partnership providing youth club facilities within Parish facilities and may be used as a reference where applicable.

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

Scope

This policy applies to anyone working for or on behalf of Bradwell Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children or may encounter young people or vulnerable adults.

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 assessments.
- Ensure that employees, councillors and leaders of activities in or on parish council premises or attending parish council events 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. (eg, any adults who have regular unsupervised contact with children, young people or vulnerable adults)



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during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)

- Ensure that attendees at functions, eg Fireworks evening, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear; and
- Where appropriate display on notice boards the relevant safeguarding contacts for advice and help.

Use or Hiring of Bradwell Parish Council's facilities by groups for use with children, young people or vulnerable adults

Bradwell Parish Council will require the hirer/service user to:

- 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 leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

Safe working practice

All users of Bradwell Parish Council's facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times.

For example, they should:

- 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 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.

Expectations of behaviour

- All users of Bradwell Parish Council's facilities should:
- Ensure that communications, behaviour and interaction with users should be appropriate and professional.



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- 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.

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.
- Bradwell Parish Council should follow the Norfolk County Council Safeguarding Children's Board SCB (Safeguarding Children's Board) procedures for managing allegations against staff/volunteers on the Norfolk County Council's website.
- No attempt should be made to investigate or take action before consultation with Norfolk County Council's Local Authority Designated Officer (LADO).

Whistleblowing

Parish Councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of areas of concern and appropriate advice should be sought from the Norfolk 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

These categories can include:

- Child sexual exploitation
- Female genital mutilation
- Financial Abuse
- Manipulation
- Radicalisation
- Grooming
- Bullying

This Policy will be reviewed annually or in response to an incident of concern.